

# **USER AND OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

Release 7.1

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**George C. Marshall Space Flight Center**  
Huntsville, AL 35812

# TABLE OF CONTENTS

1. INTRODUCTION.....	16
1.1 IDENTIFICATION.....	16
1.2 PURPOSE.....	16
1.3 SCOPE.....	16
2. OPERATIONAL DESCRIPTION .....	17
2.1 OPERATIONAL SCENARIO/FUNCTIONAL DATA FLOW .....	17
2.1.1 ANNUAL EVENTS.....	19
2.1.2 EMPLOYEE LIFE CYCLE .....	37
2.1.3 BIWEEKLY PAY PROCESS.....	44
2.1.4 PERSONNEL PROCESSING.....	55
2.1.5 PAYROLL PROCESSING .....	58
2.1.6 PERSONNEL AND PAYROLL COMMON PROCESSING .....	60
3. USER INTERFACE .....	71
3.1 SYSTEM ACCESS.....	71
3.1.1 LOGON AND LOGOFF PROCEDURES .....	71
3.1.2 VALID SYSTEM ID AND NPPS PASSWORD.....	72
3.1.3 AGENCY PAYROLL CONSOLIDATION LOGON .....	72
3.1.3 AGENCY LEAVE AND EARNING .....	73
3.1.4 LOGON AND LOGOFF PROCEDURES .....	73
3.2 SYSTEM LAYOUT .....	73
3.2.1 MENUS AND TEMPLATES.....	73
3.2.2 SCREEN CONVENTIONS .....	77
3.3 NAVIGATION TECHNIQUES.....	80

3.3.1 MENU CHOICES.....	80
3.3.2 COMMAND LINE.....	82
3.3.3 PF KEYS .....	82
3.3.4 CHAINED SET OF SCREENS ENTER KEY .....	83
3.3.5 PERSONNEL ACTIONS HOT KEY .....	84
3.4 HELP SUPPORT.....	84
3.4.1 BENEFITS OF USING HELP .....	86
3.4.2 INSTRUCTIONS FOR USING HELP .....	86
3.4.3 DATA DICTIONARY .....	87
3.4.4 INSTRUCTIONS FOR USING THE DATA DICTIONARY .....	87
3.5 PAYROLL.....	94
3.5.1 PAYROLL ACTIONS (MER) MENU .....	96
3.5.2 PAY COMPUTATIONS (T&A AND VOUCHERING).....	240
3.5.3 PAYROLL TABLE PROCESSING .....	266
3.5.4 NON-PERSONNEL ACTION CASH AWARDS PROCESSING ...	274
3.6 APPLICATION ADMINISTRATION .....	279
3.6.1 APPLICATION ADMINISTRATION MENU .....	280
4. BATCH USER CAPABILITY.....	324
4.1 BATCH JOB SCHEDULING.....	328
4.1.1 BATCH JOB SCHEDULER MAIN MENU .....	330
4.2 BATCH JOB MAINTENANCE .....	342
4.2.1 BATCH JOB MAINTENANCE UTILITIES MAIN MENU.....	343
5. APPLICABLE DOCUMENTS .....	385
5.1 REFERENCE DOCUMENTS .....	385
5.2 RELATED DOCUMENTS.....	385

6. ERROR MESSAGES/USER RESPONSE LIST .....	386
6.1 INFORMATIONAL MESSAGES .....	386
6.2 EDIT FAILURE MESSAGES .....	387
6.3 SEVERE DISCREPANCY MESSAGES .....	387
6.4 FATAL ERROR INFORMATION SCREEN .....	388
7. PRODUCTION OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM.....	400
7.1 NE00008 PERSONNEL BATCH MATURE .....	402
7.1.1 OPERATIONS OVERVIEW .....	402
7.1.2 OPERATIONS OWNER/USER .....	402
7.1.3 EXECUTION SCHEDULE .....	402
7.1.4 DATA INPUTS .....	402
7.1.5 INITIATION PROCEDURES .....	402
7.1.6 MONITORING PROCEDURES .....	402
7.1.7 SPECIAL INSTRUCTIONS .....	403
7.1.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	403
7.2 NE0SF50 PERSONNEL SF 50 .....	403
7.2.1 OPERATIONS OVERVIEW .....	403
7.2.2 OPERATIONS OWNER/USER .....	403
7.2.3 EXECUTION SCHEDULE .....	403
7.2.4 DATA INPUTS .....	403
7.2.5 INITIATION PROCEDURES .....	404
7.2.6 MONITORING PROCEDURES .....	404
7.2.7 SPECIAL INSTRUCTIONS .....	404
7.2.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	404

7.3 NE00010 APPR ACT NOT REG 50 .....	404
7.3.1 OPERATIONS OVERVIEW.....	404
7.3.2 OPERATIONS OWNER/USER .....	404
7.3.3 EXECUTION SCHEDULE .....	404
7.3.4 DATA INPUTS.....	404
7.3.5 INITIATION PROCEDURES.....	404
7.3.6 MONITORING PROCEDURES .....	405
7.3.7 SPECIAL INSTRUCTIONS.....	405
7.3.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	405
7.4 NE00366 PERSONNEL INSTALLATION-UNIQUE INTERFACE.....	405
7.4.1 OPERATIONS OVERVIEW.....	405
7.4.2 OPERATIONS OWNER/USER .....	405
7.4.3 EXECUTION SCHEDULE .....	405
7.4.4 DATA INPUTS.....	405
7.4.5 INITIATION PROCEDURES.....	405
7.4.6 MONITORING PROCEDURES .....	405
7.4.7 SPECIAL INSTRUCTIONS.....	406
7.4.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	406
7.5 NE00096 PERSONNEL MASTER TIME FILE RECALCULATION ....	406
7.5.1 OPERATIONS OVERVIEW.....	406
7.5.2 OPERATIONS OWNER/USER .....	406
7.5.3 EXECUTION SCHEDULE .....	406
7.5.4 DATA INPUTS.....	406
7.5.5 INITIATION PROCEDURES.....	406
7.5.6 MONITORING PROCEDURES .....	406

7.5.7 SPECIAL INSTRUCTIONS.....	407
7.5.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	407
7.6 NE00001 LWOP REPORT.....	407
7.6.1 OPERATIONS OVERVIEW.....	407
7.6.2 OPERATIONS OWNER/USER .....	407
7.6.3 EXECUTION SCHEDULE .....	407
7.6.4 DATA INPUTS.....	407
7.6.5 INITIATION PROCEDURES.....	407
7.6.6 MONITORING PROCEDURES .....	408
7.6.7 SPECIAL INSTRUCTIONS.....	408
7.6.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	408
7.7 NE00002 PERSONNEL MATURE REPORTS .....	408
7.7.1 OPERATIONS OVERVIEW.....	408
7.7.2 OPERATIONS OWNER/USER .....	408
7.7.3 EXECUTION SCHEDULE .....	408
7.7.4 DATA INPUTS.....	408
7.7.5 INITIATION PROCEDURES.....	408
7.7.6 MONITORING PROCEDURES .....	408
7.7.7 SPECIAL INSTRUCTIONS.....	409
7.7.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	409
7.8 NE00003 PERSONNEL DAILY REPORTS.....	409
7.8.1 OPERATIONS OVERVIEW.....	409
7.8.2 OPERATIONS OWNER/USER .....	409
7.8.3 EXECUTION SCHEDULE .....	409
7.8.4 DATA INPUTS.....	409

7.8.5 INITIATION PROCEDURES.....	409
7.8.6 MONITORING PROCEDURES .....	409
7.8.7 SPECIAL INSTRUCTIONS.....	410
7.8.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	410
7.9 CA00014 PAYROLL LEAVE YEAR-END .....	410
7.9.1 OPERATIONS OVERVIEW.....	410
7.9.2 OPERATIONS OWNER/USER .....	410
7.9.3 EXECUTION SCHEDULE .....	410
7.9.4 DATA INPUTS.....	411
7.9.5 INITIATION PROCEDURES.....	411
7.9.6 MONITORING PROCEDURES .....	411
7.9.7 SPECIAL INSTRUCTIONS.....	411
7.9.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	411
7.10 CA00015 PAYROLL FISCAL YEAR-END .....	411
7.10.1 OPERATIONS OVERVIEW.....	411
7.10.2 OPERATIONS OWNER/USER .....	412
7.10.3 EXECUTION SCHEDULE .....	412
7.10.4 DATA INPUTS.....	412
7.10.5 INITIATION PROCEDURES.....	412
7.10.6 MONITORING PROCEDURES .....	412
7.10.7 SPECIAL INSTRUCTIONS.....	412
7.10.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	412
7.11 CA00009 PAYROLL NORMALS RECOMPUTATION.....	412
7.11.1 OPERATIONS OVERVIEW.....	412
7.11.2 OPERATIONS OWNER/USER .....	413

7.11.3 EXECUTION SCHEDULE .....	413
7.11.4 DATA INPUTS .....	413
7.11.5 INITIATION PROCEDURES.....	413
7.11.6 MONITORING PROCEDURES .....	413
7.11.7 SPECIAL INSTRUCTIONS.....	413
7.11.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	413
7.12 CA00006 PAYROLL PAY PERIOD INITIALIZATION.....	414
7.12.1 OPERATIONS OVERVIEW.....	414
7.12.2 OPERATIONS OWNER/USER .....	414
7.12.3 EXECUTION SCHEDULE .....	414
7.12.4 DATA INPUTS.....	414
7.12.5 INITIATION PROCEDURES.....	415
7.12.6 MONITORING PROCEDURES .....	415
7.12.7 SPECIAL INSTRUCTIONS.....	415
7.12.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	415
7.13 CA00003 PAYROLL BATCH T & A.....	416
7.13.1 OPERATIONS OVERVIEW.....	416
7.13.2 OPERATIONS OWNER/USER .....	416
7.13.3 EXECUTION SCHEDULE .....	416
7.13.4 DATA INPUTS.....	417
7.13.5 INITIATION PROCEDURES.....	419
7.13.6 MONITORING PROCEDURES .....	419
7.13.7 SPECIAL INSTRUCTIONS.....	419
7.14 CA00005 PAYROLL FINAL PRODUCTS AND RECONCILING REPORTS.....	420



7.14.1 OPERATIONS OVERVIEW.....	420
7.14.2 OPERATIONS OWNER/USER .....	420
7.14.3 EXECUTION SCHEDULE .....	420
7.14.4 DATA INPUTS.....	420
7.14.5 INITIATION PROCEDURES.....	421
7.14.6 MONITORING PROCEDURES .....	421
7.14.7 SPECIAL INSTRUCTIONS.....	421
7.14.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	421
7.15 CA00004 PAYROLL FINAL REPORTS .....	422
7.15.1 OPERATIONS OVERVIEW.....	422
7.15.2 OPERATIONS OWNER/USER .....	422
7.15.3 EXECUTION SCHEDULE .....	422
7.15.4 DATA INPUTS.....	422
7.15.5 INITIATION PROCEDURES.....	422
7.15.6 MONITORING PROCEDURES .....	423
7.15.7 SPECIAL INSTRUCTIONS.....	423
7.15.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	423
7.16 CA00001 PAYROLL BATCH MATURE.....	424
7.16.1 SYSTEM OVERVIEW .....	424
7.16.2 OPERATIONS OWNER/USER .....	424
7.16.3 EXECUTION SCHEDULE .....	424
7.16.4 DATA INPUTS.....	424
7.16.5 INITIATION PROCEDURES.....	424
7.16.6 MONITORING PROCEDURES .....	425
7.16.7 SPECIAL INSTRUCTIONS.....	425

7.16.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	425
7.17 NE00004 TSP LETTER.....	425
7.17.1 OPERATIONS OVERVIEW.....	425
7.17.2 OPERATIONS OWNER/USER .....	425
7.17.3 EXECUTION SCHEDULE .....	425
7.17.4 DATA INPUTS.....	425
7.17.5 INITIATION PROCEDURES.....	425
7.17.6 MONITORING PROCEDURES .....	425
7.17.7 SPECIAL INSTRUCTIONS.....	426
7.17.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	426
7.18 NE00370 NASA PERSONNEL EDIT ERROR REPORT.....	426
7.18.1 OPERATIONS OVERVIEW.....	426
7.18.2 OPERATIONS OWNER/USER .....	426
7.18.3 EXECUTION SCHEDULE .....	426
7.18.4 DATA INPUTS.....	426
7.18.5 INITIATION PROCEDURES.....	426
7.18.6 MONITORING PROCEDURES .....	426
7.18.7 SPECIAL INSTRUCTIONS.....	426
7.18.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	426
7.19 CA00020 PAY YEAR-END UPDATE .....	427
7.19.1 OPERATIONS OVERVIEW.....	427
7.19.2 OPERATIONS OWNER/USER .....	427
7.19.3 EXECUTION SCHEDULE .....	427
7.19.4 DATA INPUTS.....	427
7.19.5 INITIATION PROCEDURES.....	427

7.19.6 MONITORING PROCEDURES .....	427
7.19.7 SPECIAL INSTRUCTIONS.....	427
7.19.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	427
7.20 CA00021 PAY YEAR-END REPORTS.....	428
7.20.1 OPERATIONS OVERVIEW.....	428
7.20.2 OPERATIONS OWNER/USER .....	428
7.20.3 EXECUTION SCHEDULE .....	428
7.20.4 DATA INPUTS.....	428
7.20.5 INITIATION PROCEDURES.....	428
7.20.6 MONITORING PROCEDURES .....	429
7.20.7 SPECIAL INSTRUCTIONS.....	429
7.20.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	429
7.21 CA00022 CREATE YEAR-END SSA TAPE .....	429
7.21.1 OPERATIONS OVERVIEW.....	429
7.21.2 OPERATIONS OWNER/USER .....	429
7.21.3 EXECUTION SCHEDULE .....	429
7.21.4 DATA INPUTS.....	430
7.21.5 INITIATION PROCEDURES.....	430
7.21.6 MONITORING PROCEDURES .....	430
7.21.7 SPECIAL INSTRUCTIONS.....	430
7.21.8 OUTPUT VALIDATION AND CHECKLIST .....	430
7.22 NE0SF52 PERSONNEL SF 52 .....	430
7.22.1 OPERATIONS OVERVIEW.....	430
7.22.2 OPERATIONS OWNER/USER .....	430
7.22.3 EXECUTION SCHEDULE .....	430

7.22.4 DATA INPUTS.....	430
7.22.5 INITIATION PROCEDURES.....	430
7.22.6 MONITORING PROCEDURES .....	431
7.22.7 SPECIAL INSTRUCTIONS.....	431
7.22.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	431
7.23 NECAPP1 PERSONNEL BIWEEKLY CAPPS SUBMISSIONS.....	431
7.23.1 OPERATIONS OVERVIEW.....	431
7.23.2 OPERATIONS OWNER/USER .....	431
7.23.3 EXECUTION SCHEDULE .....	431
7.23.4 DATA INPUTS.....	431
7.23.5 INITIATION PROCEDURES.....	431
7.23.6 MONITORING PROCEDURES .....	431
7.23.7 SPECIAL INSTRUCTIONS.....	432
7.23.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	432
7.24 NECAPP2 PERSONNEL CAPPS MONTHLY SUBMISSIONS.....	432
7.24.1 OPERATIONS OVERVIEW.....	432
7.24.2 OPERATIONS OWNER/USER .....	432
7.24.3 EXECUTION SCHEDULE .....	432
7.24.4 DATA INPUTS.....	432
7.24.5 INITIATION PROCEDURES.....	432
7.24.6 MONITORING PROCEDURES .....	432
7.24.7 SPECIAL INSTRUCTIONS.....	433
7.24.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	433
7.25 NECAPP3 PERSONNEL CAPPS QUARTERLY SUBMISSIONS ....	433
7.25.1 OPERATIONS OVERVIEW.....	433

7.25.2 OPERATIONS OWNER/USER .....	433
7.25.3 EXECUTION SCHEDULE .....	433
7.25.4 DATA INPUTS .....	433
7.25.5 INITIATION PROCEDURES.....	433
7.25.6 MONITORING PROCEDURES .....	433
7.25.7 SPECIAL INSTRUCTIONS.....	433
7.25.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	434
7.26 NECAPP4 PERSONNEL EOFY CAPPS SUBMISSIONS .....	434
7.26.1 OPERATIONS OVERVIEW.....	434
7.26.2 OPERATIONS OWNER/USER .....	434
7.26.3 EXECUTION SCHEDULE .....	434
7.26.4 DATA INPUTS .....	434
7.26.5 INITIATION PROCEDURES.....	434
7.26.6 MONITORING PROCEDURES .....	434
7.26.7 SPECIAL INSTRUCTIONS.....	434
7.26.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	434
7.27 NP000DG PRINT DATA GLOSSARY .....	435
7.27.1 OPERATIONS OVERVIEW.....	435
7.27.2 OPERATIONS OWNER/USER .....	435
7.27.3 EXECUTION SCHEDULE .....	435
7.27.4 DATA INPUTS .....	435
7.27.5 INITIATION PROCEDURES.....	435
7.27.6 MONITORING PROCEDURES .....	435
7.27.7 SPECIAL INSTRUCTIONS.....	435
7.27.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	435

7.28 CA00024 CFC INSTALLATION-UNIQUE INTERFACE .....	436
7.28.1 OPERATIONS OVERVIEW .....	436
7.28.2 EXECUTION SCHEDULE .....	436
7.28.3 EXECUTION SCHEDULE .....	436
7.28.4 DATA INPUTS .....	436
7.28.5 INITIATION PROCEDURES .....	436
7.28.6 MONITORING PROCEDURES .....	436
7.28.7 SPECIAL INSTRUCTIONS .....	436
7.28.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	436
7.29 PERSONNEL AND PAYROLL INDIVIDUAL REPORTS .....	437
7.29.1 OPERATIONS OVERVIEW .....	437
7.29.2 OPERATIONS OWNER/USER .....	437
7.29.3 EXECUTION SCHEDULE .....	437
7.29.4 DATA INPUTS .....	437
7.29.5 INITIATION PROCEDURES .....	437
7.29.6 MONITORING PROCEDURES .....	437
7.29.7 SPECIAL INSTRUCTIONS .....	437
7.29.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	437
7.30 DATABASE SAVES AND RECOVERY .....	446
7.31 DISASTER RECOVERY .....	447
7.32 AUTO SCHEDULE JOB .....	447
7.32.1 OPERATIONS OVERVIEW .....	447
7.32.2 OPERATIONS OWNER/USER .....	447
7.32.3 EXECUTION SCHEDULE .....	447
7.32.4 DATA INPUTS .....	447

7.32.5 INITIATION PROCEDURES.....	447
7.32.6 MONITORING PROCEDURES .....	448
7.32.7 SPECIAL INSTRUCTIONS.....	448
7.32.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	448
7.33 NA00025 CHILD SUPPORT BIWEEKLY NEW HIRES.....	448
7.33.1 OPERATIONS OVERVIEW.....	448
7.33.2 OPERATIONS OWNER/USER .....	448
7.33.3 EXECUTION SCHEDULE .....	448
7.33.4 DATA INPUTS.....	448
7.33.5 INITIATION PROCEDURES.....	449
7.33.6 MONITORING PROCEDURES .....	449
7.33.7 SPECIAL INSTRUCTIONS.....	449
7.33.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	449
7.34 NA00026 CHILD SUPPORT QUARTERLY WAGES .....	449
7.34.1 OPERATIONS REVIEW.....	449
7.34.2 OPERATIONS OWNER/USER .....	449
7.34.3 EXECUTION SCHEDULE .....	449
7.34.4 DATA INPUTS.....	449
7.34.5 INITIATION PROCEDURES.....	450
7.34.6 MONITORING PROCEDURES .....	450
7.34.7 SPECIAL INSTRUCTIONS.....	450
7.34.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	450
7.35 CALIFORNIA STATE TAX QUARTER TAPE.....	450
7.35.1 OPERATIONS OVERVIEW.....	450
7.35.2 OPERATIONS OWNER/USER .....	450

7.35.3 EXECUTION SCHEDULE .....	450
7.35.4 DATA INPUTS .....	450
7.35.5 INITIATION PROCEDURES.....	450
7.35.6 MONITORING PROCEDURES .....	451
7.35.7 SPECIAL INSTRUCTIONS.....	451
7.35.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	451
7.36 CA00027 ADMINSTAR REFRESH .....	451
7.36.1 OPERATIONS OVERVIEW.....	451
7.36.2 OPERATIONS OWNER/USER .....	451
7.36.3 EXECUTION SCHEDULE .....	451
7.36.4 DATA INPUTS .....	451
7.36.5 INITIATION PROCEDURES.....	451
7.36.6 MONITORING PROCEDURES .....	451
7.36.7 SPECIAL INSTRUCTIONS.....	451
7.36.8 OUTPUT VALIDATION AND PRODUCT CHECKLIST .....	452
8. INDEX BY JOB TASK .....	454
9. SITE-UNIQUE INFORMATION .....	457
10. BATCH JOB PARAMETER INPUT SCREENS .....	459
10.1 NEO252 - RETENTION REGISTER PARM SCREENS.....	459
10.2 NEO255 - RETENTION REGISTER LITE PARM SCREEN.....	461
10.3 CPO BATCH JOB PARAMETER INPUT SCREEN.....	464
10.4 NE00400/NE00410 - SF50/SF52 NOTIFICATION OF PERSONNEL ACTIONS .....	465
11. ABBREVIATIONS AND ACRONYMS .....	471



## **1. INTRODUCTION**

This User and Operations Guide (UOG) provides the operating procedures for the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS).

### **1.1 IDENTIFICATION**

This UOG is a reference manual which provides the NPPS functional user and operations personnel with operating instructions.

NPPS is an agencywide system which assists each NASA installation in the administering of personnel/payroll processing and record keeping activities. NPPS was developed to replace the previous personnel and payroll systems at these installations as part of the uniform system development effort, promoted by NASA Headquarters (HQ) and the Federal Government.

This document is identified as the NASA Personnel/Payroll System User and Operations Guide, AIM-NPPS-DID-19.

### **1.2 PURPOSE**

This UOG provides instructions for using NPPS as a tool to process personnel and payroll. This guide is specifically written for professionals who have the knowledge and skills necessary to administer personnel and payroll processing, but have no prior experience with an online system such as NPPS.

Explanations of individual data items which appear on the screens (i.e., grade, step, payblock, etc.) are not explained in the NPPS UOG; these items are described in the online data dictionary.

### **1.3 SCOPE**

The UOG provides an operational overview of the NPPS, including a scenario of processes supported throughout the annual cycle, in Section 2.0. The system conventions and navigational options are described in Section 3.0. The online capabilities (i.e., personnel processing, payroll processing, and application administration) are described in Section 4.0. The batch capabilities are described in Section 5.0. The appendices provide supporting information such as the error messages and operations procedures.

In addition to this document, two online support features are available for the NPPS functional user: the help facility (which contains basic system conventions and menu navigation assistance) and the data dictionary. Both of these facilities may be accessed from almost any NPPS screen.

Also, the Marshall Space Flight Center (MSFC)/Automated Information Management (AIM) Help Desk phone number (256-544-6673) is provided for obtaining assistance while using NPPS. This number may be used by each installation's NPPS Application Coordinator. Any user experiencing problems with NPPS should first contact the NPPS Application Coordinator at that user's site. Then, if necessary, the coordinator may call the MSFC/AIM Help Desk phone number.

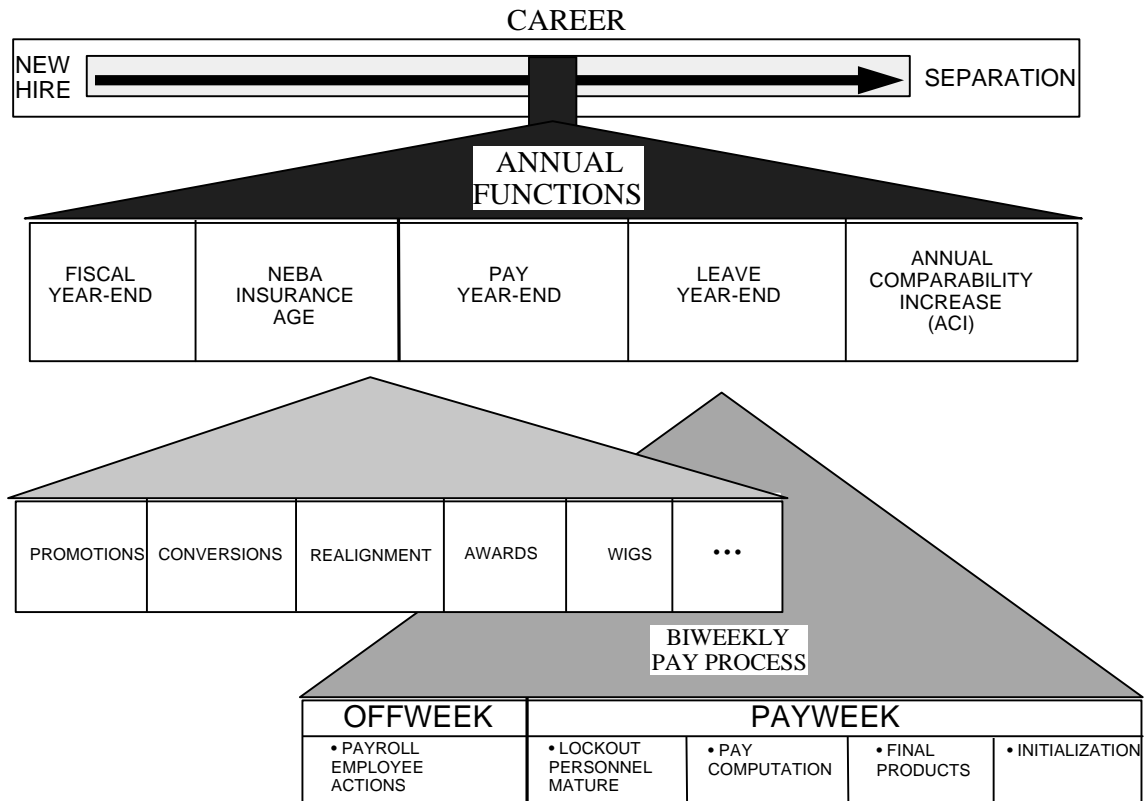
## **2. OPERATIONAL DESCRIPTION**

Typically the operational scenario of a system is explained completely. The products generated through the operational software capabilities are then identified and described. However, due to the large number of products NPPS creates and the complex processes that cause them to be generated, this UOG will explain the products in the context of the processes themselves. The batch job number and name will be identified after the process or report is described. For a detailed explanation of the individual products, refer to Appendix C.

### **2.1 OPERATIONAL SCENARIO/FUNCTIONAL DATA FLOW**

To gain an operational view of the overall functions of NPPS, the user must consider the three main cycles in NPPS processing (refer to Figure 2.1-1, Life Cycle Overview).

- Annual Events
- Employee Life Cycle
- Biweekly Pay Process



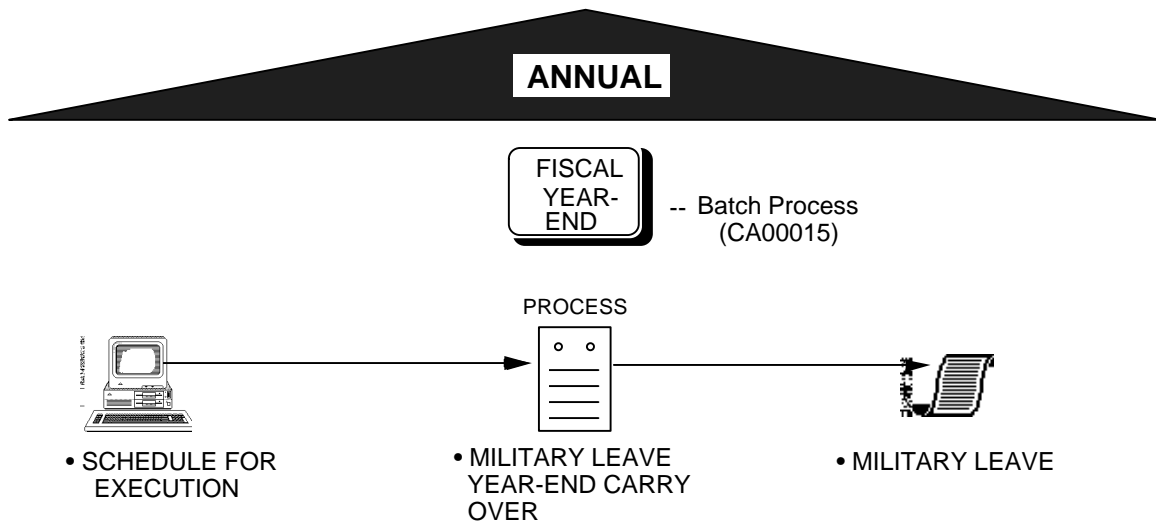
**Figure 2.1-1 Life Cycle Overview**

### 2.1.1 Annual Events

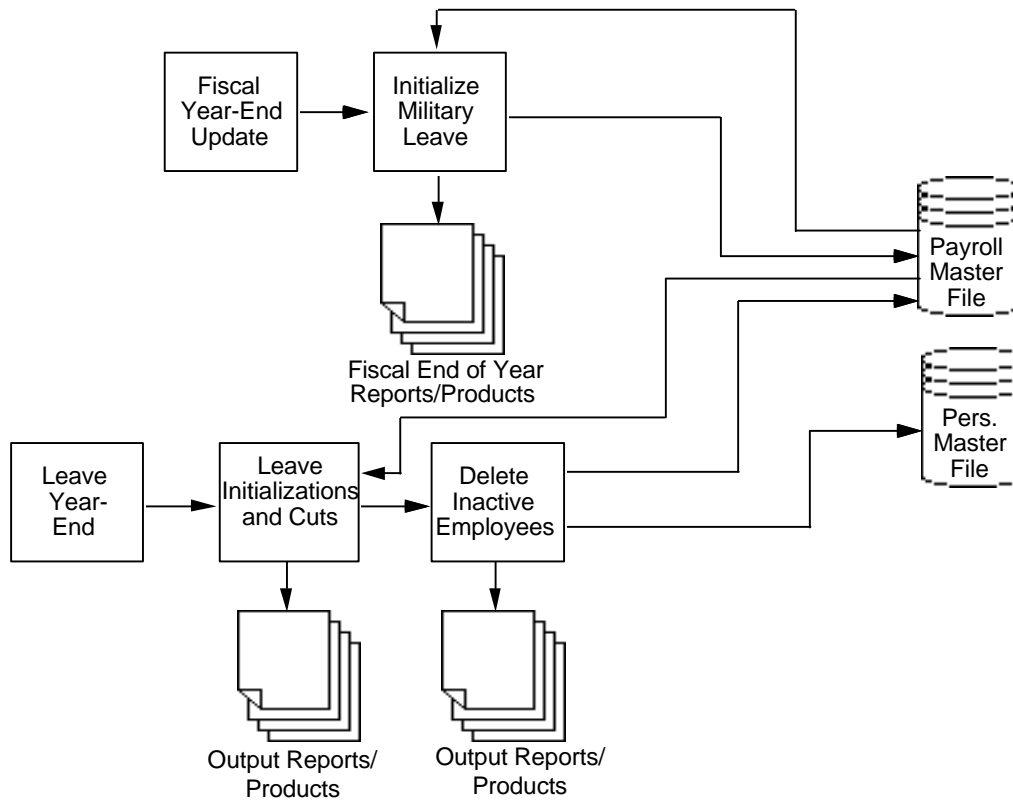
The five major annual events supported by personnel and payroll processing are listed by sequential order in the following sections. In some instances, this scenario may be altered according to the preferences of an individual installation. In addition, the Annual Comparability Increase (ACI) does not necessarily occur every year.

#### **2.1.1.1 Fiscal Year-End**

The payroll Fiscal Year-End batch processing (CA00015) is executed to initialize and compute the carry-over days for military leave (refer to Figure 2.1.1.1-1, Fiscal Year-End). These military leave days are carried over from the previous fiscal year to the new fiscal year. Processing takes place at the end of the fiscal year, September 30. During processing, the military leave year-end carry-over days are initialized and computed. See Appendix C for reports/products of the Fiscal End of Year process. (Refer to Figure 2.1.1.1-2, Fiscal Year-End Processes and Leave Year-End Processes.)



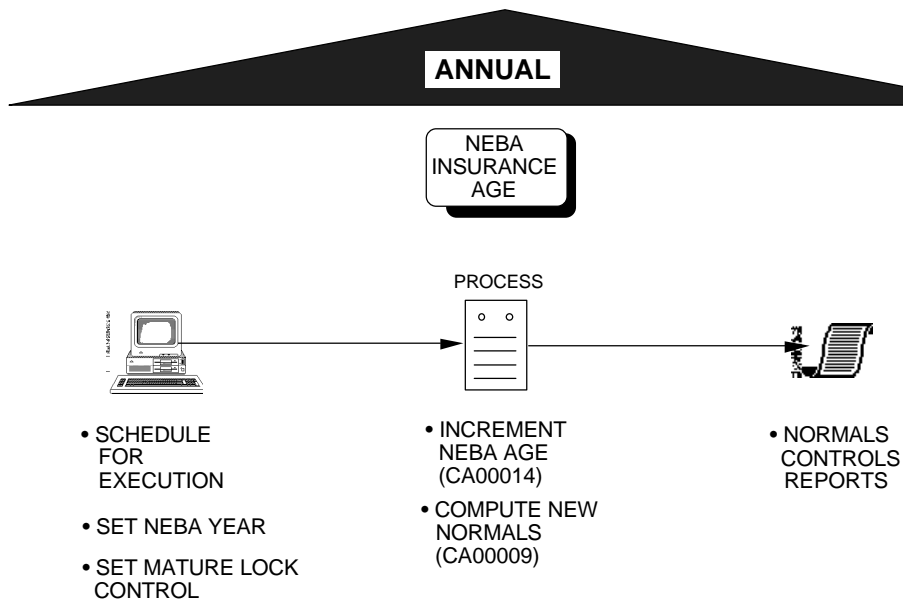
**Figure 2.1.1.1-1 Fiscal Year-End**



**Figure 2.1.1.1-2 Fiscal Year-End Processes and Leave Year-End Processes**

#### **2.1.1.2 NEBA Age Calculation**

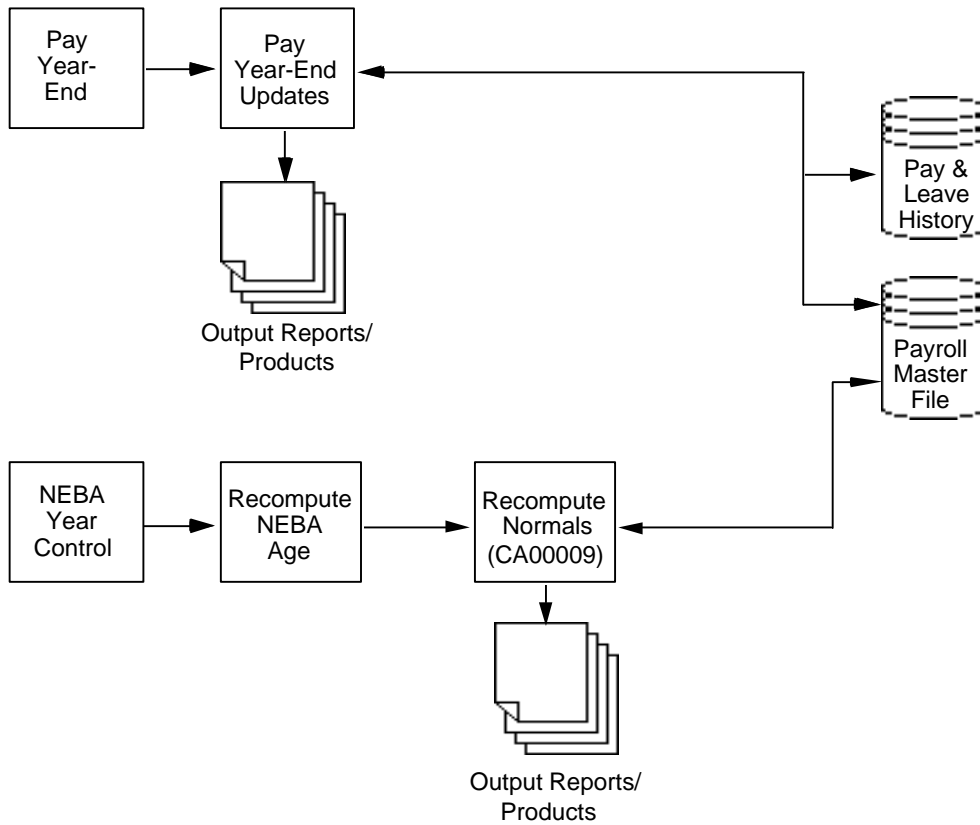
The purpose of the NASA employee's benefit association (NEBA) age calculation process (CA00014) is to increment the NEBA age of each employee (refer to Figure 2.1.1.2-1, NEBA Insurance Age). The NEBA age is used by the normals computation and pay computation processes to compute the NEBA age class that, along with salary class, determines the applicable premium rate for the employee biweekly deduction.



**Figure 2.1.1.2-1 NEBA Insurance Age**



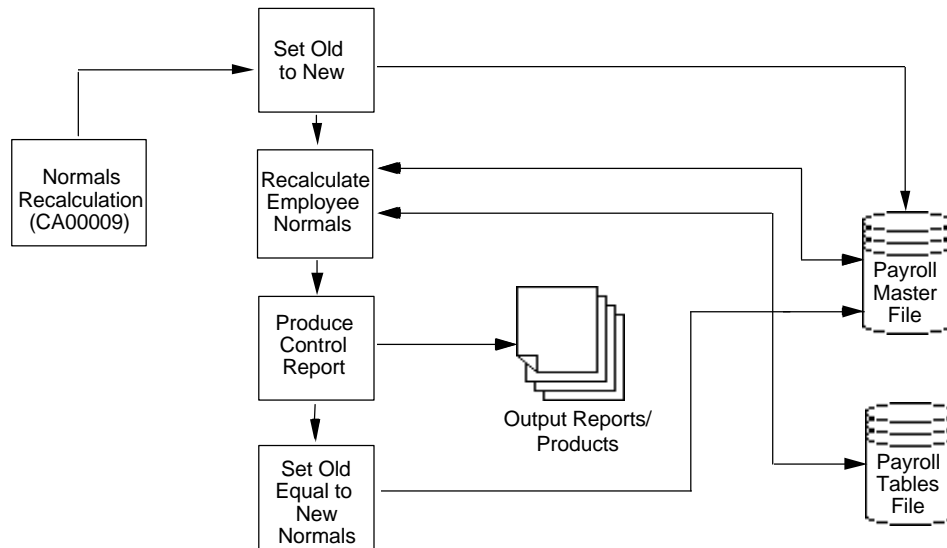
The NEBA age calculation process occurs at approximately leave year-end to apply the new rate (assuming an age class change results) to the deductions that will be taken to pay for the NEBA insurance coverage for the first quarter of the next year (refer to Figure 2.1.1.2-2, Pay Year-End Processes and Age Processes NEBA).



**Figure 2.1.1.2-2 Pay Year-End Processes and Age Processes NEBA**

The process is controlled by the setting of the NEBA year value in the payroll processing control template (CTLPAY). NEBA year value to derive the NEBA age of the employee. Therefore, the NEBA year must be set to the new value in the CTLPAY template before the NEBA age calculation process is executed.

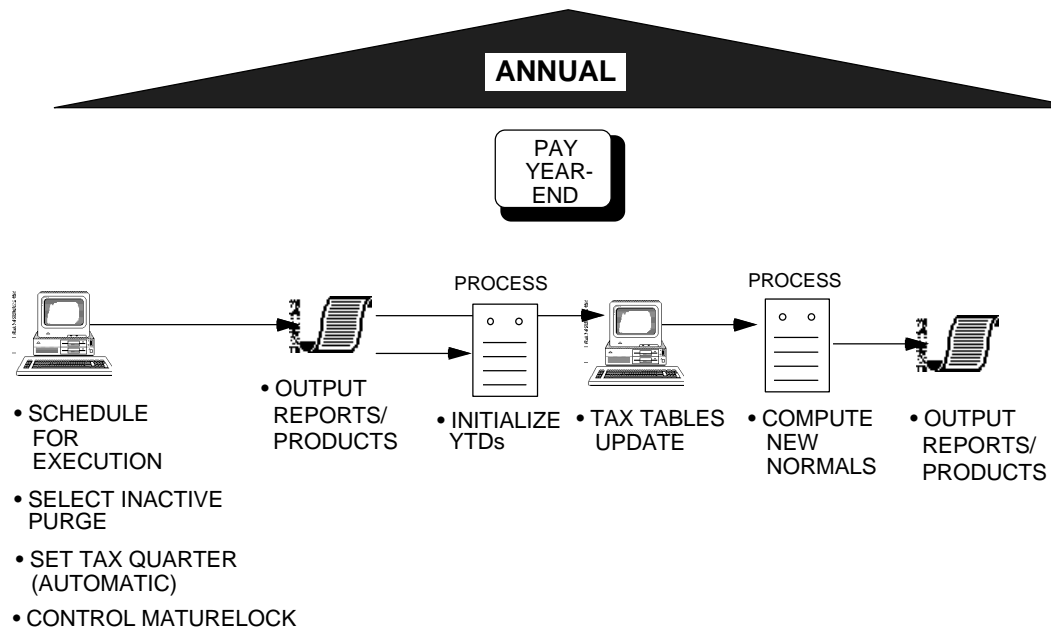
Usually, the Normals Recomputation process (CA00009) will need to be executed after the NEBA age calculation to produce the new normals control for the NEBA deduction showing the new deduction amount for those employees whose NEBA age class has changed resulting from the new NEBA age (refer to Figure 2.1.1.2-3, Normals Recalculations).



**Figure 2.1.1.2-3 Normals Recalculations**

### **2.1.1.3 Pay Year-End**

During the Pay Year-End batch processing, all the products associated with the end of the pay year are created and the year-to-date (YTD) dollar amounts for the new pay year are initialized (refer to Figure 2.1.1.3-1, Pay Year-End). Pay Year-End is processed after the last pay period of the pay year is completed and before Initialization (C400006). Table TEMPRID, which translates a State Tax Code to a State Employer ID to print in block 4 on the W-2 Form, must also be updated prior to the execution of Pay Year-End.



**Figure 2.1.1.3-1 Pay Year-End**

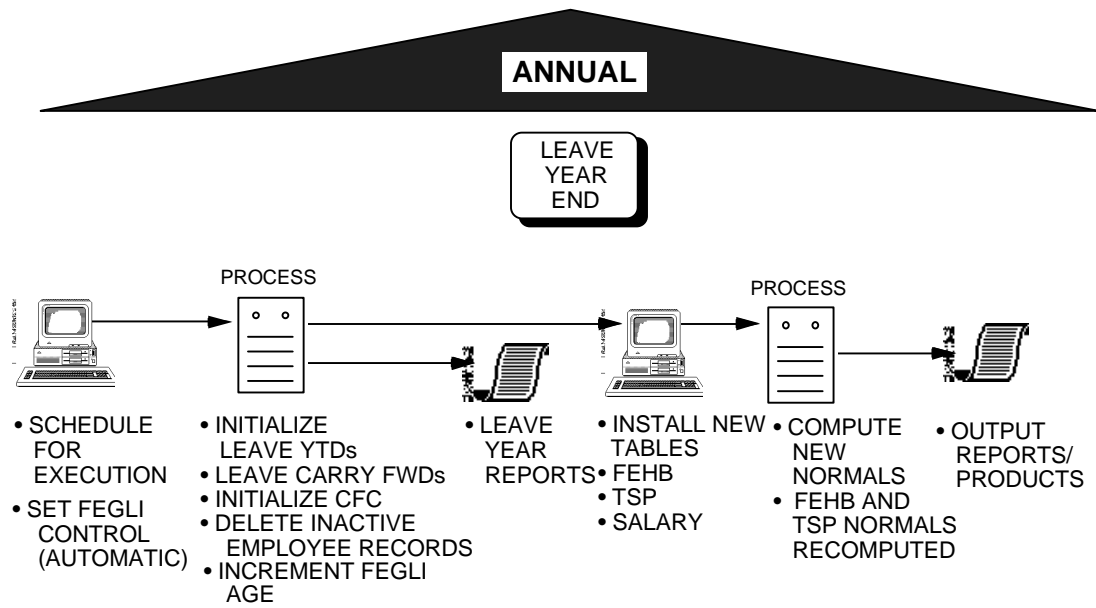
When Pay Year-End is being scheduled, parameters must be entered for reports and products. See Appendix C for outputs produced as a result of Pay Year-End.

After the completion of Pay Year-End processing and initialization (CA00006) for YTD fields, the installation's tax tables for the new year should be updated and the normals recomputation (CA00009) process is run to determine the new normals controls.

#### **2.1.1.4 Leave Year-End**

The Leave Year-End batch processing (CA00014) occurs before the first full pay period of January (refer to Figure 2.1.1.4-1, Leave Year-End). This means that leave year-end occurs during the pay period beginning in December and ending in January. The new Federal Employee Group Life Insurance (FEGLI) year is automatically updated in the Leave Year-End batch processing (CA00014).





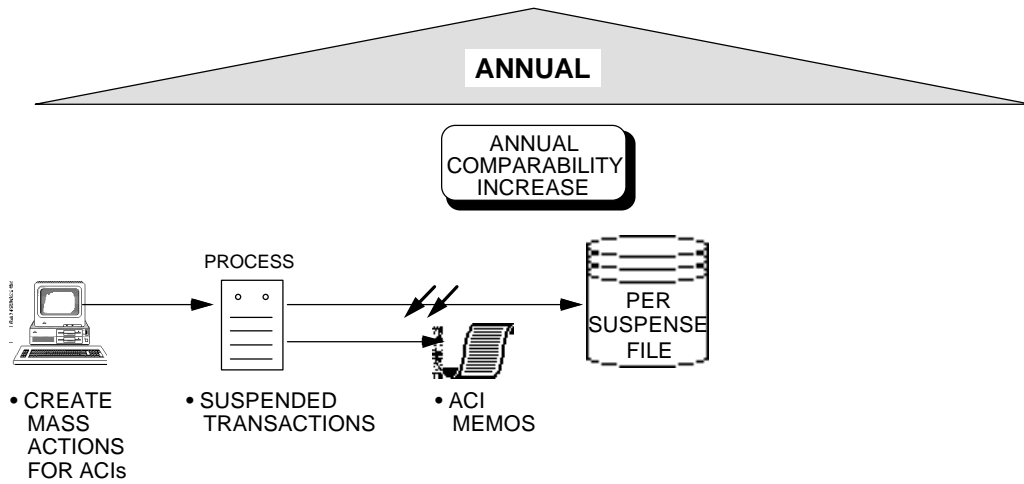
**Figure 2.1.1.4-1 Leave Year-End**

During the leave year-end processing, the leave year-end is closed out, YTD leave accumulators are initialized, annual and sick leave carry-over hours are computed, and LWOP Service Computation Date Hours are initialized. Combined Federal Campaign (CFC) deductions are initialized to zero for each employee who elected to have a CFC deduction for the previous year. Inactive employees are deleted from the current physical files according to selections identified by the installation during pay year-end processing, and their forwarding address is moved to the personnel history. FEGLI Age and FEGLI Age Group are recalculated based on the new FEGLI year. See Appendix C for the outputs from the Leave Year-End process.

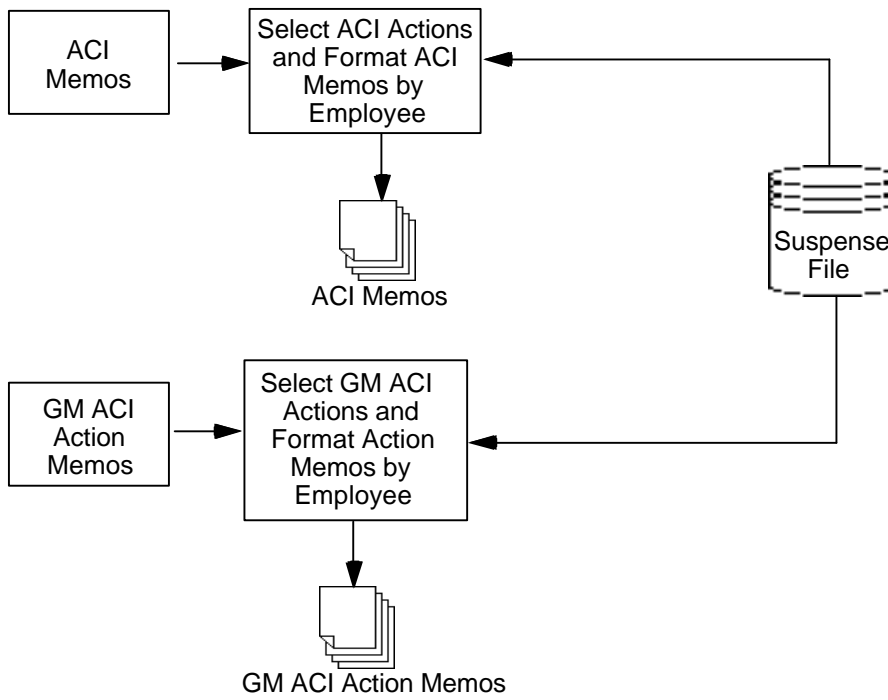
Tables should be installed prior to processing the next payroll. The normals recomputation process (CA00009) should be executed to determine new normals controls. The ACI should be executed to update the employees salaries for the new year. After the completion of the ACI, new CFC deductions may be entered by payroll in mass.

#### **2.1.1.5 Annual Comparability Increase**

The ACI process generates a pay adjustment (NOAC 894) for each group of employees specified by the user (refer to Figures 2.1.1.5-1, ACI; and 2.1.1.5-2, ACI and GM Batch Processes). The new salary tables must be in place for the employee salaries to be loaded (refer to Section 2.1.1.4). A Standard Form (SF) 50 (Core Report 150) or a Memo in Lieu of an SF 50 (Core Report 151) should be produced for each employee who received a pay adjustment. Other non-pay actions (i.e., FEHB and TSP changes) that are effective the same day as the ACI will have their suspense sequence increased by one and SF 50 print status set to blank. SF 50s should be reprinted to correctly reflect the "From" salary as a result of the ACI being effective first.



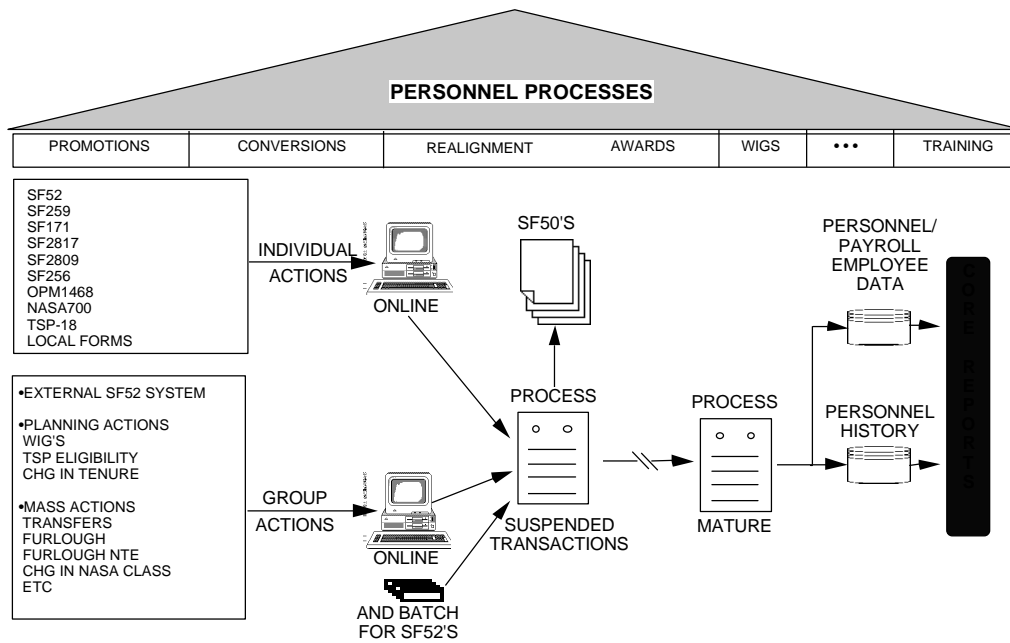
**Figure 2.1.1.5-1 ACI**



**Figure 2.1.1.5-2 ACI and GM ACI Batch Processes**

### 2.1.2 Employee Life Cycle

An employee life cycle with NASA begins on an employee's first day of work and ends on his/her last day of work at NASA (i.e., accession to separation). Personnel processes maintain the employee's record throughout the life cycle (refer to Figure 2.1.2-1, Personnel Processes).



**Figure 2.1.2-1 Personnel Processes**

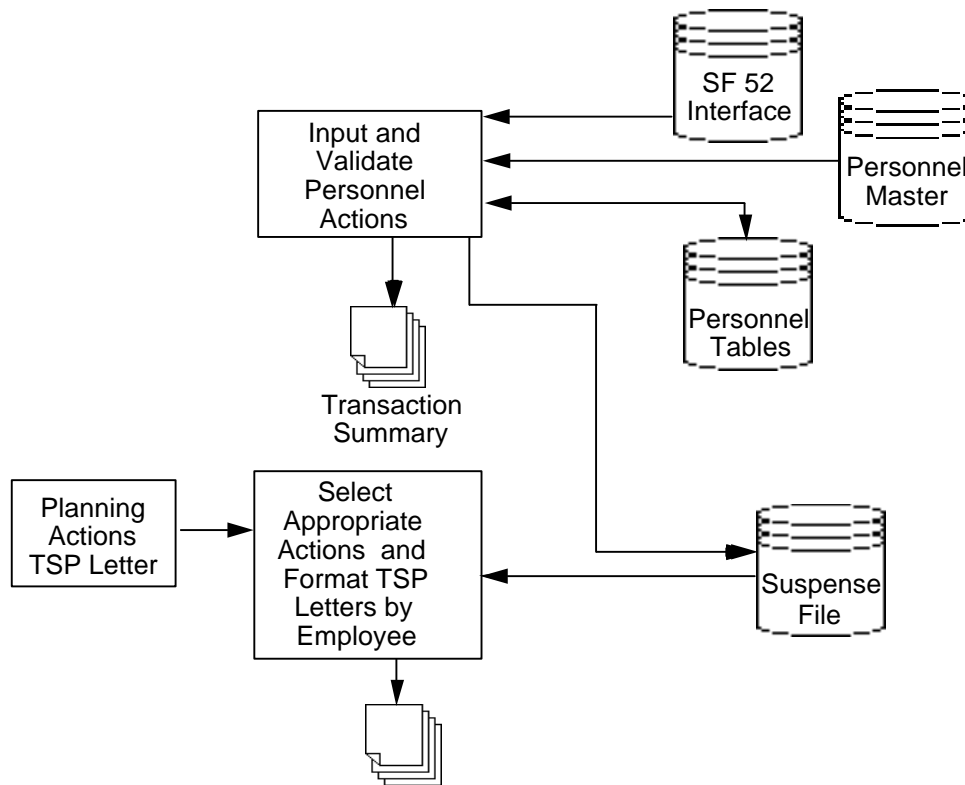
All personnel actions are placed on the suspense file and matured later according to their effective dates. This is true of individual actions (e.g., accessions) and group actions (e.g., mass transfers). Personnel actions are entered as individual actions or group actions.

Individual actions are entered online and include accessions, promotions, separations, etc. The source of data for individual actions is most often the SF 52. Other source documents for individual actions are SF 259, SF 171, SF 2817, SF 2809, SF 256, OPM 1468, NASA 700, and local forms.

Group actions are produced from planning actions or mass actions. These group actions may be executed online.

Planning actions involve a group of Within Grade (WIG) increases, a group of Changes in Tenure, or a group of changes in Thrift Savings Plan (TSP) status. See Appendix C for output reports or products resulting from the planning action process.

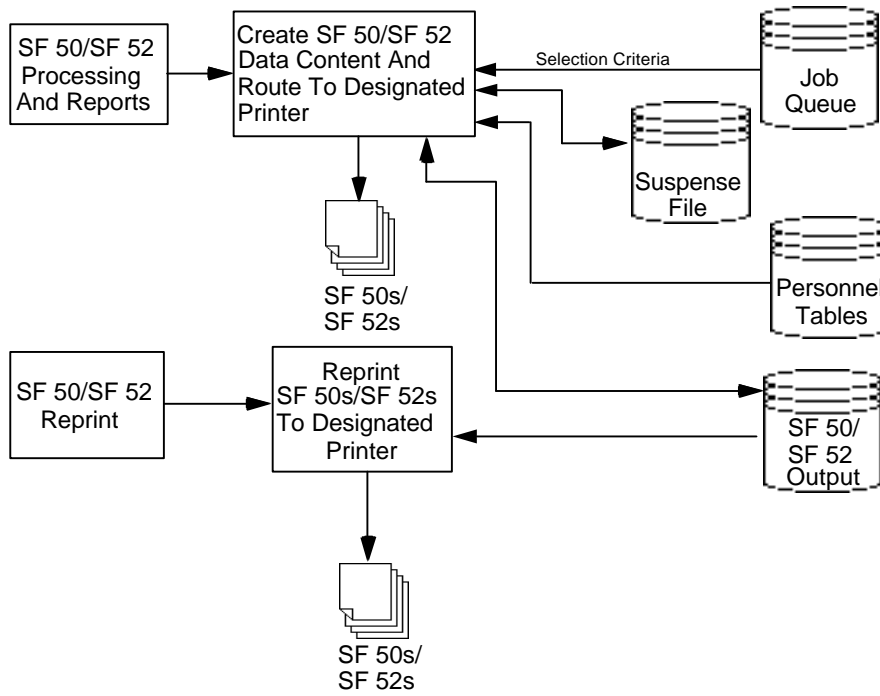




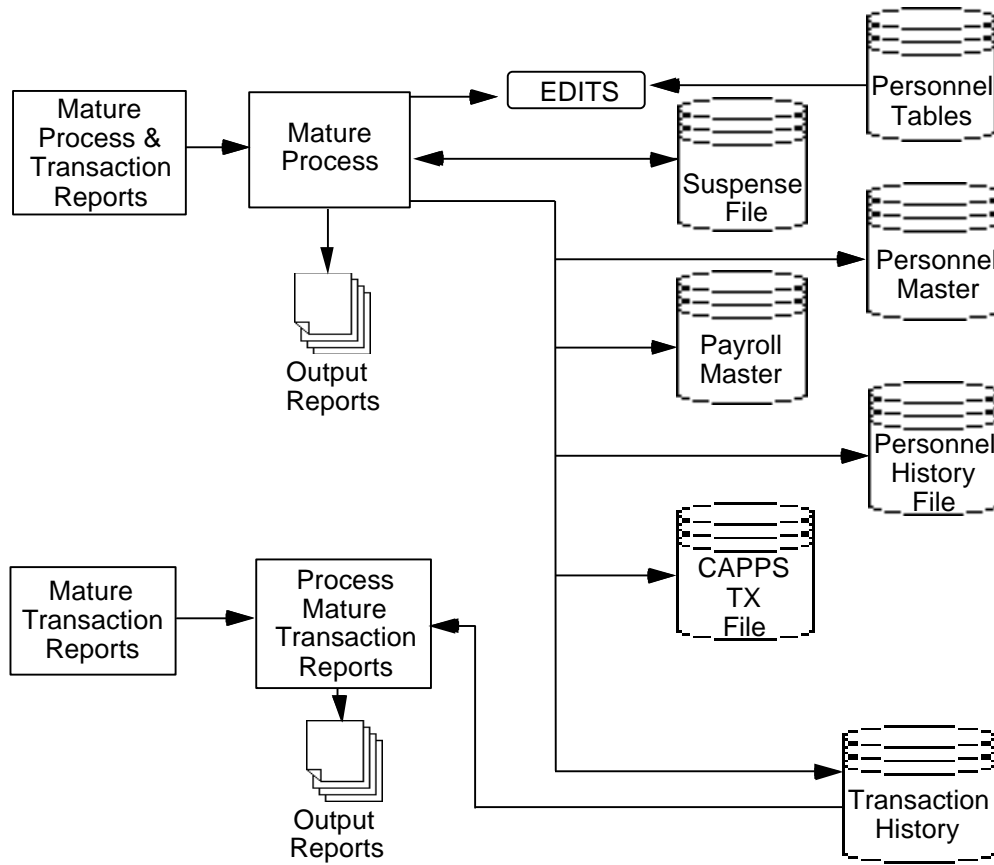
**Figure 2.1.2-2 Planning Action Process and TSP Letter Process**

Mass actions, similar to individual personnel actions, are applied against an entire group of employees versus a single employee. For example, a large number of employees transferring from one organization to another may be processed as a group, via the mass transfer capability, rather than individually. Not all personnel actions may be executed as mass actions. Section 4.1.9 provides more detailed information regarding mass actions.

For each personnel action placed on the suspense file, an SF 50 or SF 52 is produced (refer to Figure 2.1.2-3). The SF 50 or SF 52 may be produced online (NE0SF50/NE0SF52) or via a batch process (NE00400/NE00410). The suspended SF 50 transactions are then matured according to their effective dates. Mature transactions may be executed online or through a batch procedure (NE00008). See Appendix C for reports produced as a result of mature processing (refer to Figure 2.1.2-4).



**Figure 2.1.2-3 SF 50/SF 52 Processing**



**Figure 2.1.2-4 Mature Processes**

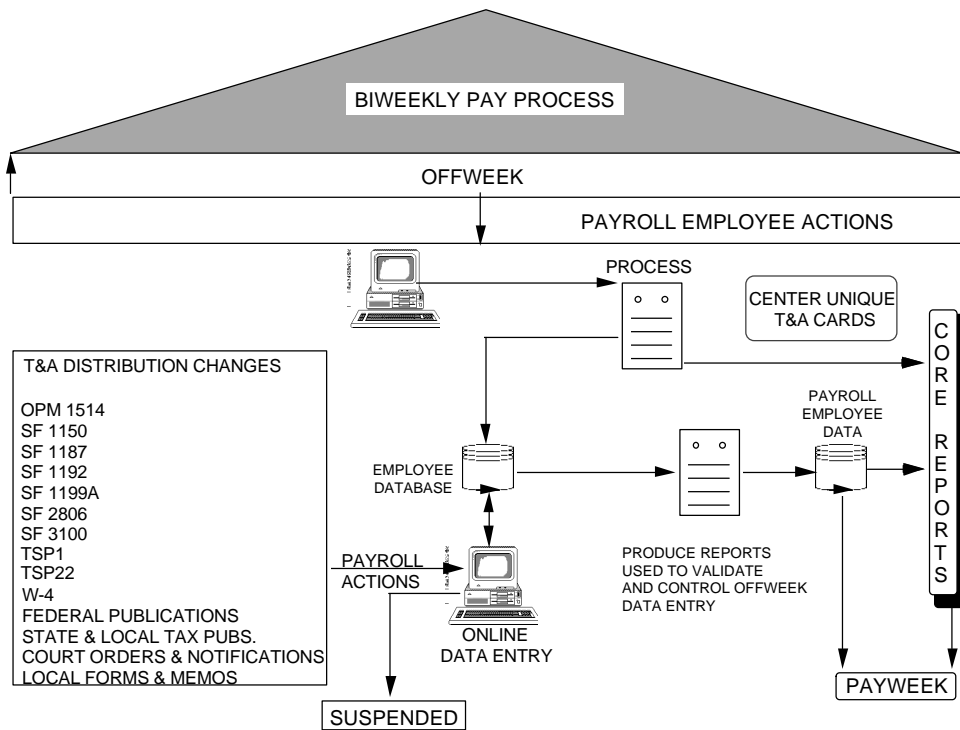
Once matured, the actions update the master employee records and generate related core reports. Certain reports may be run daily to maintain a transaction audit trail of the daily activities. See Appendix C for the Daily Reports (NE00003).

### 2.1.3 Biweekly Pay Process

The Biweekly Pay Process is supported by payroll processing and is further divided into the Offweek and the Payweek. During the Offweek the employee master records are updated via payroll employee actions. Personnel mature is locked out during Payweek. At this time, pay is computed and final pay products are produced. At the end of Payweek, the payroll master file is initialized.

#### 2.1.3.1 Offweek

During Offweek, the installation prepares to compute the pay of its employees (refer to Figure 2.1.3.1-1, Offweek). Each data entry professional has a payblock. At times, the members of a payblock must be reorganized because auditors limit the amount of time a given professional may maintain the same employee records.



**Figure 2.1.3.1-1 Offweek**

The Payroll Mature Process for the pay period is executed to apply transactions on the suspense file for the current pay period to the employee master records and to recompute normals. The transaction history file then captures these matured transactions and produces the Transaction Report for payroll.

The personnel mature is unlocked so all actions affecting any employee's payroll may be input by both personnel and payroll and then matured. Payroll actions result from the following.

- Time and Attendance (T&A) distribution changes
- OPM1514
- SF 1150
- SF 1187
- SF 1192
- SF 1199A
- SF 2806
- TSP1
- TSP22
- W-4
- Federal Publications
- State and Local Tax Publications
- Court Orders and Notifications
- Local Forms
- Memos

Reports are then produced to validate and control the Offweek data entry. All reports are run individually at the request of the installation. All installations must produce T&A cards and/or labor distribution cards. NPPS does not support labor (i.e., no labor codes are included in the core capabilities).

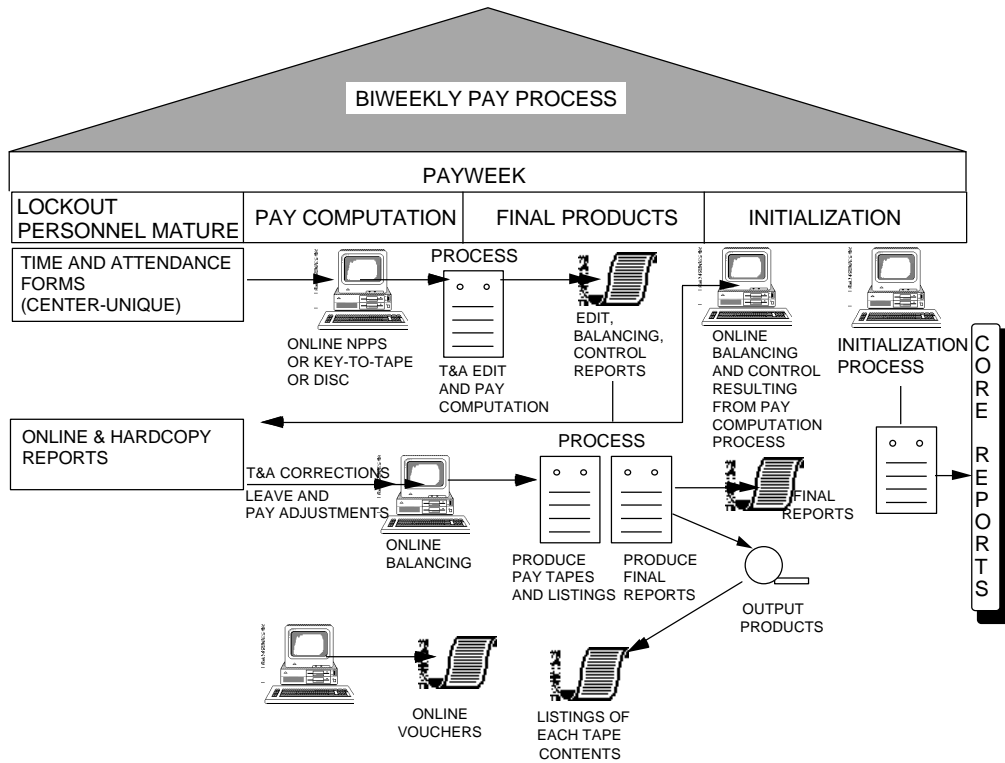
### **2.1.3.2 Payweek**

During Payweek, the installation computes its employee pay and produces payroll (refer to Figure 2.1.3.2-1, Payweek). At this time, personnel mature is locked out so payroll can baseline the normals and calculate the pay. The T&A process is provided to the payroll office via the transient storage pool area in a flat file format. Each center uses their own T&A process.

The CPO technical team runs a TSO submit job which updates the T&A in NPPS. No center is allowed to enter time into the system, unless it is for Errors and Missing timecards.

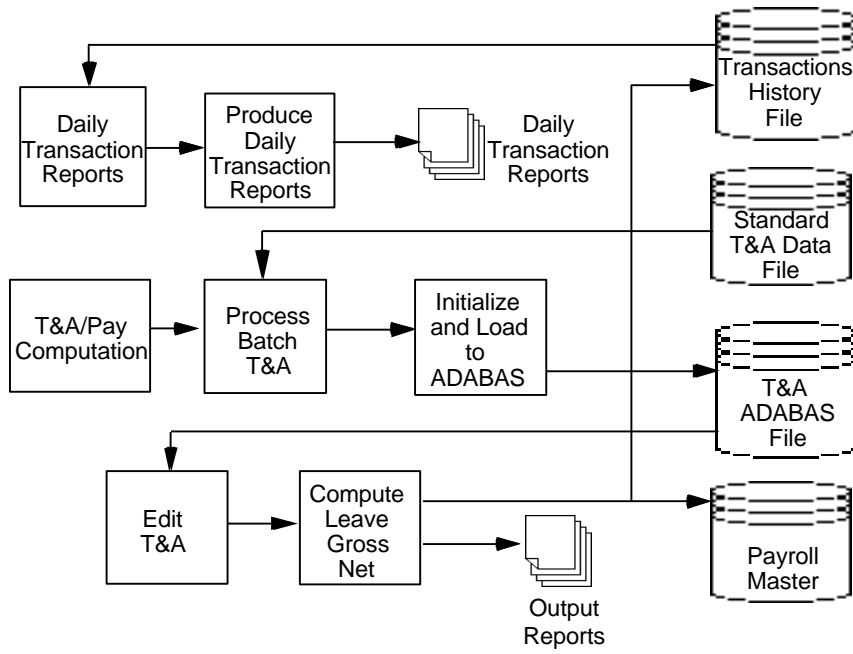
Initialization is the final step in the Payweek process.





**Figure 2.1.3.2-1 Payweek**

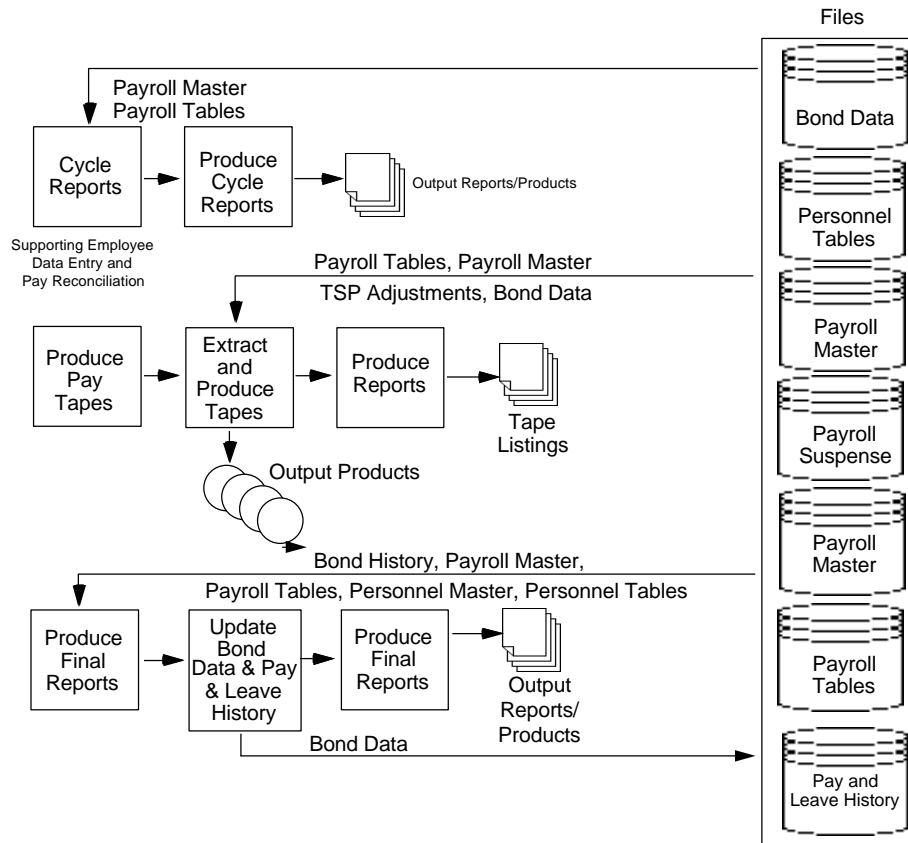
The Payroll Batch T&A process (CA00003) is a core batch job which edits T&A data and reported hours when data is entered into the T&A file via batch processing. If the T&A data for an employee passes the edits, NPPS computes the T&A pay record for the employee. If the T&A data for an employee does not pass the edits, NPPS creates a T&A pay record and flags it as being in error. If T&A data for an employee is missing, NPPS flags the employee's T&A pay record as missing. NPPS also generates LWOP and severance pay T&A pay records for employees missing T&A data. See Appendix C for reports produced as a result of the T&A batch process.



**Figure 2.1.3.2-2 T&A Batch Process**

After the T&A batch process is completed and errors are identified, the corresponding corrections are made online. If the T&A pay records are entered online, the errors are discovered by the system via normal online processing. Corrections are made immediately so T&A processing may continue.

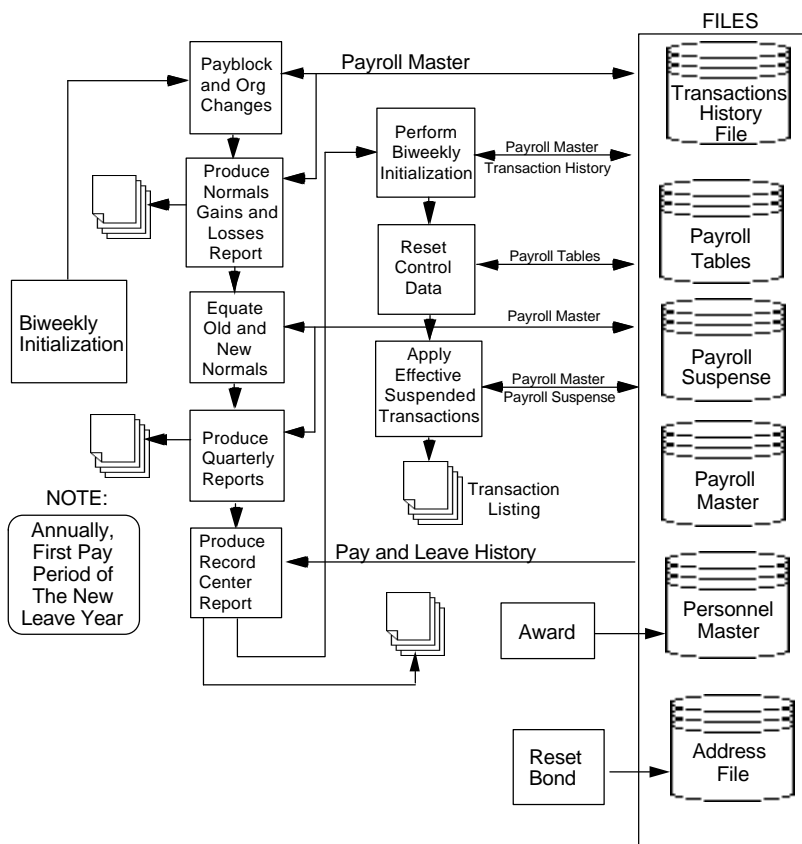
After completing all error and missing timecard transactions, Payroll Final Reports (CA00004) is processed. See Appendix C for output reports and/or products.



**Figure 2.1.3.2-3 Payroll Final Products and Reports Processes**

The final reports include all historical reports with all final balanced payroll data, plus the additional final reports which are sent to various agencies but are not required to produce the payroll. Appendix C provides a complete listing of all Payroll Final Reports.

Initialization occurs at the end of the pay period. During initialization (CA00006), the Gains and Losses Report (Core Report 505/R6071) is produced which informs each data entry professional of the employees gained/lost from his or her payblock. The employees are then reorganized according to the report and normals are equated. Payroll history files are updated. The nominal pay period data (i.e., reported hours) and transaction history file are initialized. The payroll process control data is updated. The previously matured payroll transactions are deleted from the payroll suspense file. The personnel log file is also initialized (refer to Figure 2.1.3.2-4, Initialization Process).



#### Figure 2.1.3.2-4 Initialization Process

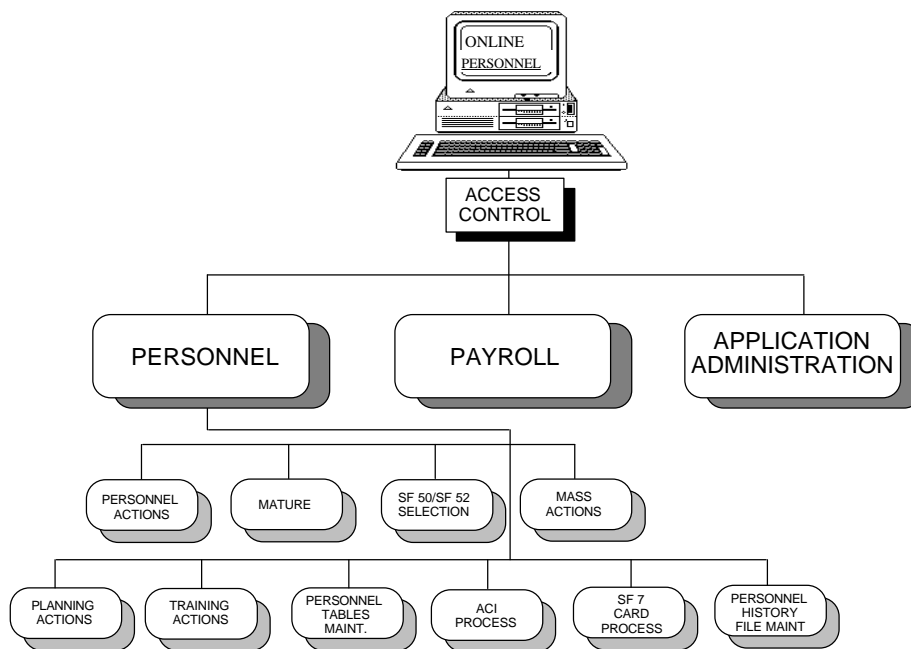
## SYSTEM CAPABILITIES

The processing described in the Operational Overview is accomplished through personnel processing, payroll processing, and personnel and payroll common processing functions. Following is a detailed description of the capabilities of each.

### 2.1.4 Personnel Processing

NPPS processes personnel data through a series of personnel actions. The system provides the capability to process all employee personnel actions described in the Federal Personnel Manual (FPM) by a Nature of Action Code (NOAC) and those identified by the agency (NOAC 900 series). (Refer to Figure 2.1.4-1, Personnel.)





**Figure 2.1.4-1 Personnel**

During the processing of each NOAC, the list of those fields which are mandatory or optional input fields are displayed. Mandatory fields must be filled in so the action may be processed. Optional fields may be filled in if the information is relevant to the specific action being processed. As a result of this processing, a suspended personnel action is generated for each action.

Planning actions provide for advanced preparation of three specific personnel actions. The following personnel actions may be created and suspended for future maturation.

- WIG Increases (NOACs 891 and 893)
- Changes in Tenure (NOAC 880)
- Changes in TSP Eligibility (NOAC 996)

All information required for processing is available from the database or is system generated. Eligible employees are selected based upon the Eligibility Beginning and Ending Dates provided.

NPPS can generate suspended personnel actions for groups of employees which are defined. These actions are referred to as Personnel Mass Actions and include the following actions.

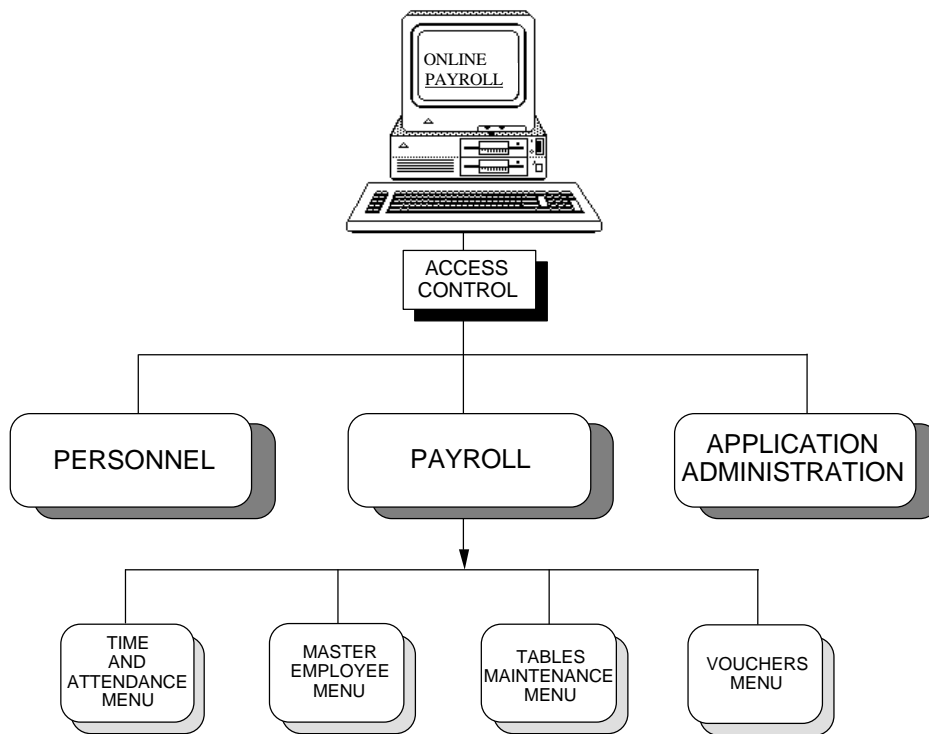
- Mass Transfers (NOAC 352)
- Furloughs (NOACs 471, 472, 473, and 772)
- Realignment (NOAC 790)
- Awards (NOACs 873, 874, 875, 876, 877, 878, 879, 885, 987, 988, and 989)
- Performance Rating (NOAC 990)
- Annual Comparability Increase (NOAC 894)
- NASA Class Code (NOAC 920)
- Change in Organization Name (NOAC 925)
- TSP Change (NOAC 943)

NPPS can print the SF 50 Notification of Personnel Action or SF 52 Request for Personnel Action for any employee action requiring an Office of Personnel Management (OPM)/NASA HQ NOAC. A dual SF 50/SF 52, two separate

actions on the same SF 50/SF 52, may be printed for an employee having two or more personnel actions with the same effective date.

#### 2.1.5 Payroll Processing

NPPS processes payroll employee actions and computes employee pay in accordance with the following publications (refer to Figure 2.1.5 -1, Payroll).



**Figure 2.1.5 -1 Payroll**

- Federal Personnel Manual
- Treasury Fiscal Requirements Manual
- NASA Financial Management Manual
- NASA Management Instructions (NMI)

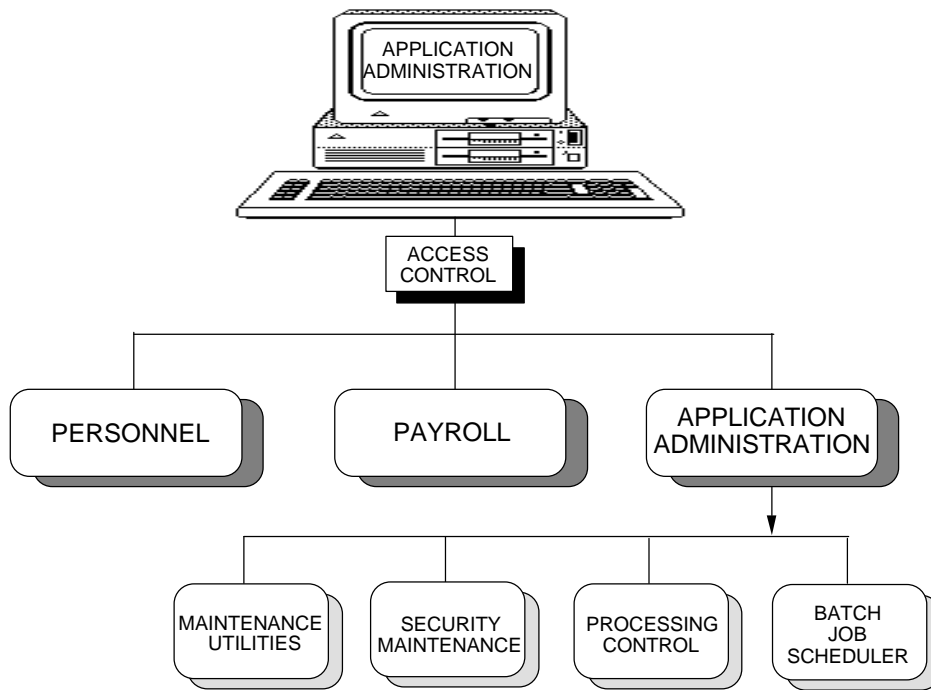
NPPS maintains the employee data necessary for computation of pay, maintenance of historical payroll processing results, and production of payroll products. The four categories of payroll action processing are as follows.

- Deductions
- Adjustments
- Administrative Employee Data
- Payroll Controls

NPPS computes leave and pay based on the entry of T&A data and payroll actions that affect current pay period earnings and deductions or leave balances. T&A data is the only source of current hours from which NPPS computes earnings. Each T&A transaction must pass field edits in order to be validated. NPPS computes the biweekly accrual of annual and sick leave and accounts for all paid and non-paid types of leave. NPPS computes the gross pay for each employee based on hours reported and/or from adjustments to base and gross earnings. NPPS computes the employee net pay by applying specific deductions from employee gross earnings.

#### 2.1.6 Personnel and Payroll Common Processing

The processes described below are shared by both personnel and payroll. The individual who administers these processes is referred to as the Application Administrator (refer to Figure 2.1.6 -1, Application Administration).



**Figure 2.1.6 -1 Application Administration**

### **2.1.6.1 Database**

Personnel and payroll processes access the same body of information. The NPPS database is organized in data categories based on data usage (refer to Figure 2.1.6.1-1, NPPS File Descriptions). Following are the categories (files) referred to in this document.

- Personnel Master Data - Contains employee information required by NASA HQ and represents the most current employee data
- Suspense Data - Contains all transactions prior to maturity; includes the information necessary to print the employee's SF 50
- Personnel History Data - Includes before-and-after images of the transactions as matured
- Training History Master Data - Includes information required by NASA HQ for all current employees who have completed training courses
- Payroll Master Data - Contains employee information required to process payroll
- Pay and Leave History Data - Contains employee pay and leave information resulting from the pay processing for each pay period
- Transaction History Data - Contains the complete payroll update transactions and the NPPS information messages produced when the update transaction was processed, as well as audits of all successfully completed transactions whenever any data is updated
- Pay Suspense Data - Contains employee payroll transactions (not T&A transactions) effective for a future pay period when entered
- NPPS Data Dictionary - Contains a list and definitions of the required NPPS data elements

<u>Name</u>	<u>Contents</u>
Personnel Master File	Contains employee information required by NASA HQ and represents the most current data for the employee based upon the last matured action.
Suspense File	Contains all transactions prior to their being matured. This file also includes all the information necessary to print the SF 50/SF 52 for the employee for each transaction. The only transactions which do not go to the suspense file are table updates and training actions.
Personnel Tables File	Contains the majority of the single field and relational edits supplied by HQ, as well as all other tables as needed for use by the Personnel programs.
CAPPS TX File	Accumulates the transactions as they are matured and saves them for submission to CAPPS
Personnel History File	Accumulates complete before and after images of the transactions as they are matured. These records will contain all of the fields stored in the Personnel Master File, as well as other identification information such as the action code and effective date of the action.
Training History Master File	Contains historical information required by NASA HQ for all current employees who have completed training courses.
Payroll Master File	Contains employee information required to process payroll.
Payroll Tables File	Contains edit and computational data necessary for the computation of pay.
Pay and Leave History	Contains pay and leave information resulting from the pay processing for each employee for each pay period.
Transaction History	Contains the transaction data from Completed payroll update transactions and the NPPS information messages that were produced when the update transaction was processed, as well as an audit trail of all successfully completed transactions whenever any file is updated.
TSP Adjustments File	Contains the information needed to report the adjustments to an employee's Thrift Savings Plan deductions. The information is reported on the Thrift Savings Plan tape each pay period.
Address/Bond History File	Contains address information and the information required to process employee savings bonds after bond deductions computations.
Pay Suspense File	Contains payroll employee and table transactions (not T&A transactions) that are effective for a future pay period.

**Figure 2.1.6.1-1 NPPS File Descriptions (Page 1 of 2)**



<u>Name</u>	<u>Contents</u>
Job Directory File	Contains information that defines each batch job that can be executed using the NPPS Batch Job Scheduler.
Report Directory File	Contains information needed for report assembly and distribution for the reports that can be executed using the NPPS Batch Job Scheduler.
JCL Catalog File	Contains the job control language statements necessary to execute the jobs that have been defined to the NPPS Batch Job Scheduler.
Print Directory File	Contains the information necessary to identify the printers available to receive NPPS printed output produced from the batch jobs defined to the NPPS Batch Job Scheduler.
Job Queue File	Contains information about all NPPS batch jobs currently scheduled.
Log File	Contains program error information produced as a result of errors detected by ADABAS/NATURAL during execution of jobs using the NPPS Batch Job Scheduler.
Security File	Contains information defining the security profile of each individual that has been defined as a NPPS application user through the NPPS security maintenance function.
System Help File	Contains help information associated with all NPPS functions.
System Release File	Contains help information associated with new and/or modified capabilities that are being implemented in the latest NPPS software release.
System Table File	Contains such tables as the NPPS command table, as well as other tables which are of common use to both personnel and payroll processes.

**Figure 2.1.6.1-1 NPPS File Descriptions (Page 2 of 2)**

#### **2.1.6.2 Access Control**

NPPS is a sensitive data processing application requiring special attention to system and data access. The user gains access to employee data through NPPS security. NPPS security is provided at the transaction level for each user. The user requires separate authorization for viewing or updating system data. Authorization is granted by a system administrator or authorized system user through the security administration functions provided by NPPS.

Each employee within the database is identified by social security number (SSN) and installation code. Access to employee data is limited to a single installation code for remote centers and multiple installations for the CPO office. An individual may not process an action against his/her own SSN.

#### **2.1.6.3 Help Facility**

The diversity of professionals who use the complex structure of NPPS requires that assistance be available to system users at all times. The help facility is available online to the system user from any NPPS process. The NPPS user is authorized, through the security administration function, to maintain the help information at the installation.

#### **2.1.6.4 Suspended Transactions**

Employee transactions may be collected and saved for future application to the database. Multiple transactions may be suspended for the same employee, whether or not the transactions have the same effective date. The sequence in which the transactions are to be applied to the database for those transactions with the same effective date may be specified. Any suspended transaction maybe viewed, modified, or deleted.

#### **2.1.6.5 Transaction Mature**

Suspended transactions may be applied (matured) for all employees or selected employees based on the effective date specified. The maturation of the suspended transaction will update each employee's current master record.

All suspended transactions with an effective date on or before the date specified will be matured. All actions meeting the date criteria or only those actions for specific SSNs meeting the date criteria. Suspended transactions currently stored in an error condition will not be matured. NPPS automatically edits a suspended action unless it is specified that edits are to be bypassed (personnel actions only). If an action fails an edit, NPPS places the action in an error status and all subsequent actions for that SSN will not be applied to the employee master record (personnel actions only). Whenever this situation occurs, a

message regarding the error condition will be received. Each employee record reflects the most current information as of the last transaction matured.

#### **2.1.6.6 History**

The results of database updates are captured to meet the three historical data requirements.

- Pay and leave history by pay period for each employee
- Personnel action transaction history for each employee
- Transaction audit trails of NPPS database maintenance

NPPS creates a cumulative pay and leave history for each employee for each pay period. This history includes all pay results and leave balances resulting from the pay period process, including pay adjustments.

Historical information is retained on all personnel transactions. Any historical data may be retrieved, modified, or deleted. At the time a personnel transaction is matured, a complete before-and-after image of the employee's data is captured and saved for historical purposes. This historical record includes the date the transaction matured, the employee's time in grade, and the employee's age when the transaction became effective.

Maintenance of any employee's personnel historical record(s) is based on the employee's SSN, the NOAC, and the effective date of the transaction. Any field within the record may be modified, including both the before-and-after images, and the entire record may be deleted.

NPPS retains a history of all transactions which have updated the database including the transaction values, an identification of the type of transaction, the date of the transaction, and the transaction indicator.

#### **2.1.6.7 Year-End Processing**

During Fiscal Year-End processing, NPPS initializes the military leave days accumulations to zero and carries over unused days between 1 and 15 for use in the following fiscal year.

During Pay Year-End processing, NPPS produces reports and output products (see Appendix C for the listing). The system also initializes all YTD earnings accumulations and deductions accumulations to zero.

During Leave Year-End processing, NPPS initializes leave YTD hour accumulations and leave cost accumulations to zero. The system also sets the

amount of annual leave to be carried forward to the new leave year equal to the annual leave balance, provided that the balance is equal to or less than the annual leave ceiling. If the employee ceiling is greater than 240 hours (720 hours for Senior Executive Service [SES] [Pay Plan = ES] employees) and the balance is less than the ceiling, NPPS computes the new ceiling equal to the employee balance. For SES employees converted during the leave year, only the leave accrued prior to conversion in the current leave year will be subject to the 240-hour ceiling requirement.

NPPS initializes expired restored leave to zero and may delete all inactive employees from the database. The system also initializes the biweekly CFC deductions to zero.

NPPS recomputes the insurance age of each employee enrolled in the NEBA insurance plan based on birth date.

#### **2.1.6.8 Reporting**

Due to the volume of data to be processed, NPPS must provide a method of processing bulk input and output. The system provides online and batch access to the system database containing personnel and payroll data. The online system is composed of the following three primary segments.

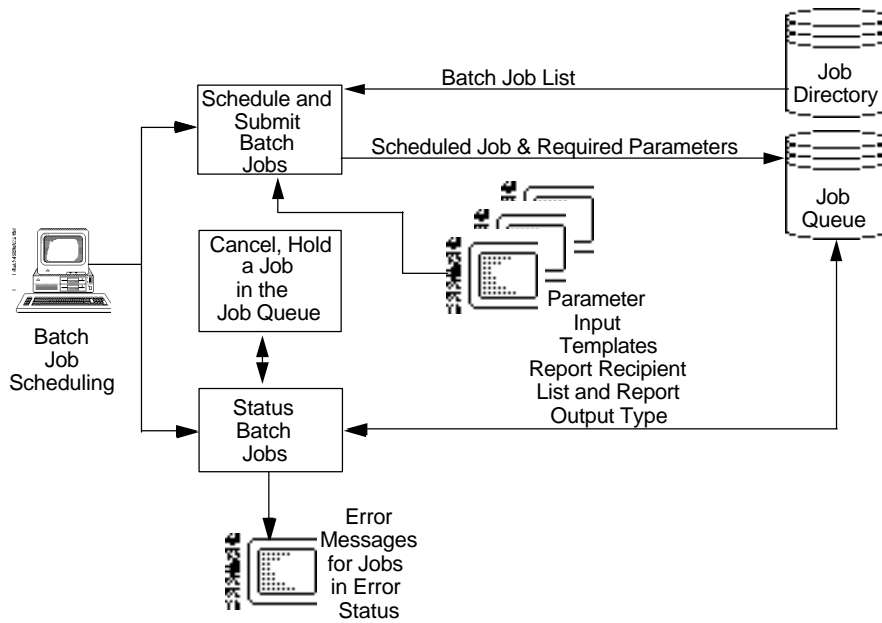
- Personnel
- Payroll
- Administrative

The personnel segment of the system contains all processing components required to add, maintain, and delete personnel data in the system. The payroll segment of the system contains all processing components required to process payroll for active personnel. The administrative segment of the system contains functions required for the authorized system user to access system components, maintain system table values, update help information, and perform other miscellaneous functions required in controlling user access.

Batch processes accommodate hardcopy output reports and input of large volumes of data to be processed by NPPS. A core set of reports is maintained by NPPS. These core reports contain processing information, employee information, management information, and regulatory reports as specified by NASA, the Office of Management and Budget (OMB), the OPM, and the US Department of Treasury. The core report formats are defined in the System/Software Requirements Specification for the NASA Personnel/Payroll System, ISC-A00024.

#### **2.1.6.9 Batch Job Scheduling**

NPPS allows the user to control the execution of the batch job process by selecting a batch process for execution, obtaining status for a previously elected batch process, and defining the order of batch process execution (refer to Figure 2.1.6.9-1).



**Figure 2.1.6.9-1 Batch Job Scheduler**

#### **2.1.6.10 Ad Hoc Reporting**

Adhoc queries and unique reports for obtaining information from the NPPS database may be developed. This is accomplished through use of SUPER NATURAL, produced by Software AG.

#### **2.1.6.11 Processing Controls**

Through processing controls, the user is able to specify the routing of all hardcopy output, control the application of employee updates to the database, and schedule and obtain status for batch processes.

NPPS enables the user to assign available installation network printers for the purpose of routing hardcopy reports. Report assembly and distribution information including recipient name, location, assembly instructions, and number of copies may also be defined and maintained.

The database may be locked and unlocked for the purpose of preventing the application of suspended employee transactions to the database.

#### **2.1.6.12 Interfaces**

Standard external interfaces to other government agency systems are accommodated in NPPS. Standard interface file formats defined by these agencies are used for all data transfer between the agencies. NPPS provides output and input interface file formats for each standard interface application.

NPPS must provide a standard interface for the following external systems.

- US Department of Treasury
- SSA
- US Department of Agriculture (USDA) National Finance Center
- CAPPs
- NEBA
- HHS
- California State
- Federal Reserve Bank - Pittsburgh

### **3. USER INTERFACE**

NPPS is a system for maintaining employee information for use with both personnel and payroll functions. Each piece of information regarding an employee is called data. The collective body of information regarding all the employees at the installation is called the database. NPPS enables the user to view or change the contents of this database by controlling the way data is entered (menus and templates) and the way data already in the database is viewed (screen displays and printouts).

Your terminal or personal computer is the tool used to enter data. It is connected to the larger storage and processing device, the mainframe computer, where the NPPS and its database are stored. When information is entered, it first appears on the screen. Then, when **ENTER** is pressed, it is transmitted to the mainframe where it is processed by NPPS.

When information is requested, it is retrieved from the database and sent to the screen for display. Also, when a printed copy of information is requested, the information is retrieved from the database, but is sent to a printer rather than the screen of the terminal or personal computer.

#### **3.1 SYSTEM ACCESS**

Before using NPPS, you will need to obtain a terminal or personal computer must be obtained. In addition, an access identification by which the system may recognize the user as an authorized user will be needed. This access identification is called a system ID.

A password which enables the computer to verify the user is the valid user of that system ID will also be needed. Finally, a NPPS userid and temporary password will be required, which will be assigned by an Application Administrator. The NPPS userid will define access privileges (i.e., update or view information).

##### **3.1.1 Logon and Logoff Procedures**

In order to communicate with NPPS, a terminal or personal computer which is attached to the mainframe via a cable must be used, or a phone line may be used to connect to the mainframe. The process of establishing communications with NPPS is referred to as logging on. Therefore, the set of steps to establish this communication is referred to as the logon procedure. To end the communications, the logoff procedures will be used.

Both the logon and logoff procedures are different for each installation. These procedures should be obtained from a NPPS Application Administrator.



### 3.1.2 Valid System ID and NPPS Password

One of the first steps in logging on will be to type the user's system ID and password. The remaining steps will eventually bring the user to the NPPS Main Menu. At this point, the NPPS userid and password which identifies the user as a valid user of the NPPS will need to be typed.

The NPPS userid represents the user's NPPS security profile. This profile establishes the tasks able to be performed while using NPPS, such as entering a personnel action or editing a T&A card. If an attempt is made to access a menu or template which is not authorized, NPPS will prohibit the user from moving to the designated screen or processing the desired action. A message stating a template or action for which the user does not have authorization for will be received.

When the user logs on to NPPS for the first time, the temporary password assigned by the security administrator will be required to be changed. A password is valid for sixty days. When the sixty days is up, the user will be required to change the password. The new password cannot be the same as the current or previous five passwords. The user can also change their password from the NPPS Main Menu by pressing **PF2** and entering their current password and their new password (twice for verification).

The user may view their own security profile in order to learn which tasks are authorized to be performed. For detailed procedures, refer to Section 4.3.1.1.

The user's logon and logoff procedures are included in Appendix E, along with any other information regarding special situations at each installation. Printing procedures are examples of other site-unique information. Though NPPS provides a universal means by which to request a printed copy, each installation has special printers in specific locations.

### 3.1.3 Agency Payroll Consolidation Logon

Designated personnel from the Consolidated Payroll Office (CPO) will be identified by a special set of NPPS user identification codes. (See Security Maintenance, 4.3.1.1). CPO users will use their CPO identification to execute and monitor APC batch jobs. Logging on to NPPS, as a CPO user for the purpose of submitting or monitoring batch APC batch jobs, requires that "NASA" be entered into the unprotected field in the upper left hand corner of the screen under the "COMMAND" line on the JOB SCHEDULER MAIN MENU (BJSMM). Having logged on as a CPO user and entered "NASA" into BJSMM, the menu selections made from BJSMM will be as a CPO user.

When scheduling a CPO job, the last parameter screen that will be seen will be a center selection screen that will automatically be presented for center

selection(s). One or more centers may be selected. (See Appendix F, NPO950PA - CPO CENTER SELECTION SCREEN, for a description of this parameter screen's use.)

### 3.1.3 Agency Leave and Earning

The Consolidated Payroll Office will be responsible for producing the leave and earning print file for each center. The job is treated as a non-consolidated process and resides on each center's core NPPS BJS as a "CA" job name. The leave and earnings statement jobs will be executed at the consolidated site, and printed at the appropriate center.

### 3.1.4 Logon and Logoff Procedures

The consolidated payroll office will be responsible for producing the leave and earning print file for each Center. The job is treated as a non-consolidated process and resides on each Centers' core NPPS BJS as a "CA" job name. The leave and earnings statement jobs will be executed at the consolidated site and printed at the appropriate Center.

## 3.2 SYSTEM LAYOUT

The following sections contain details of the system layout.

### 3.2.1 Menus and Templates

NPPS provides two types of screens: menus and templates. Menus assist the user when moving through the system and provide a means for selecting a NPPS capability. Templates accept information to change, edit, or update employee records.

#### 3.2.1.1 Menus

NPPS contains a number of menus which guide you through the system. Each menu lists several numbered items from which you may select. These items may be other menus or may be templates. Make a selection by entering the number of the choice and pressing **ENTER**.

The following warning screen is presented when the NPPS environment is first entered. Press **ENTER** to advance to the NPPS Main Menu or **PF12** to quit.

```
NPO0000                                91-09-09
** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT*

      THE NASA PERSONNEL PAYROLL SYSTEM CONTAINS

      PERSONAL AND FINANCIAL DATA

      PROTECTED UNDER THE PRIVACY ACT OF 1974 AND NMI 1382.17

*** YOU MAY USE THE DATA ONLY TO PERFORM YOUR OFFICIAL DUTIES

*** YOU MUST TAKE CARE TO ENTER ONLY CORRECT INFORMATION INTO NPPS

*** YOU MUST NOT LEAVE YOUR WORKSTATION UNATTENDED WHILE LOGGED ONTO NPPS

*** HARDCOPY OUTPUT OF EMPLOYEE DATA MUST BE PROTECTED AND DISTRIBUTED
    ONLY TO AUTHORIZED INDIVIDUALS

      PRESS ENTER TO CONTINUE THE NPPS LOGON
      OR  PF12 TO QUIT

** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT*
```

### **NPPS Privacy Act Warning Screen**

The NPPS Main Menu is the first screen displayed when communications are established with NPPS. This screen provides four choices: (1) Personnel, (2) Payroll, (3) Application Administration, and (4) Exit to Super Natural.

This menu is used to access the three subsystems of NPPS, represented by the first three choices. This menu may also be used to access Super Natural, the fourth choice.

A CPO user enters their CPO USER-ID and password to access the main menu and will have an option later to select the specific center to be accessed.

```

                                NPPS
NPO0000          M A I N   M E N U
-----
                CENTER ID:      NPPS VERSION:

ENTER YOUR NPPS USERID, PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:

                        1 - PERSONNEL

                        2 - PAYROLL

                        3 - APPLICATION ADMINISTRATION

                        4 - EXIT TO SUPER NATURAL

                SELECTION:  _

NPPS USERID  _____  NPPS PASSWORD  _____

-----
PF1=  HELP                PF2=  CHANGE PASSWORD          F12=  END

```

## NPPS Main Menu

### 3.2.1.2 Templates

Templates include a number of blank spaces, or fields, where you enter data. For personnel or payroll actions, you start by identifying the employee. Then you enter the information required in order to add, change, or delete the record of the employee you have identified. When you have entered all the necessary information, press **ENTER** (or its equivalent key) to process the data on that template. Some actions require you to fill in a set of related templates which are linked together. This set is called a chain.

The first template is the following Personnel Actions template. In order to use this template, you enter the required information regarding the employee (SSN or last name) whose record you want to update, the type of action (NOAC) you want to perform, the effective date of the action, and the desired function. Then press **ENTER**. NPPS will display a set of templates, or chain. You fill in the required information on each template and press **ENTER**. This will call up the next template in the chain.

After you fill in all the templates in the chain and press **ENTER**, the action is completed. NPPS will display a message stating you have succeeded in placing this action on the suspense file, and you will be returned automatically to the Personnel Actions template. For more detailed information on the use of this template, refer to Section 4.1.1.1.

```

COMMAND: _____ NPPS
NEO1001      SF 50 PERSONNEL ACTION PROCESSING MENU - PERACT
ARXB-----

SSN:  ____  ____  ____  NOAC:  ____  EFDATE:  ____  ____  ____  FUNC:  ____
NAME(LAST, FIRST):  _____

      FUNCTION              DESCRIPTION

      A              ADD THE ACTION TO SUSPENSE
      C              CHANGE AN EXISTING SUSPENSE ACTION
      D              DELETE AN EXISTING SUSPENSE ACTION
      E              CHANGE THE EFDATE OF AN EXISTING SUSPENSE ACTION
      E              CHANGE SSN ON ACCESSION ACTION
      R              RETRIEVE AN EXISTING SUSPENSE ACTION
      S              RE-SEQUENCE SUSPENSE ACTIONS
      T              CONVERT SF52 ACTION TO SF50 ACTION

-----
PF1=  HELP              PF5=  MAIN MENU              PF12=  END

```

## Personnel Actions Processing Menu

The second template is the following T&A Edit template, which represents the online version of the employee's official pay record. In order to use this template, identify the employee whose T&A information you want to add or update. This is completed by entering the employee's SSN and payblock. Next, enter the function you want to perform and all the information required in order to update this employee's pay record.

When you press **ENTER**, NPPS updates the employee's pay record according to your changes. For more detailed information on the use of this template, refer to Section 4.2.2.1.1.

```

* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS

COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT
NAO3100 -----
FUNCTION _ SEL _ PAYBLOCK _ SSN _ EMP# CMPRSD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _ DATE
      REG OT ND CTE HOL SD HD CD OTH CD OTH
WEEK1 _____
SH: _ AL SL CTU LWOP SUSP AWOL HOL RST _
      REG OT ND CTE HOL SD HD CD OTH CD OTH
WEEK2 _____
SH: _ AL SL CTU LWOP SUSP AWOL HOL RST _
      _____ LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE:
LEAVE _____
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT C= CHANGE H= HUNDRED TOT N= NAME SRCH S= SPLIT SHIFT
PF1= HELP PF2= MORE MESSAGES PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

## T&A Edit

### 3.2.2 Screen Conventions

Though all the menus and templates have different names and functions, certain features regarding their layout are consistent. Each screen can be divided into three main parts as shown on the following menu. These parts are (1) the title information which is located above the top dotted line, (2) the function and Program Functions (PF) key information which is located below the bottom dotted line, and (3) the user input area which is located between the two dotted lines.

```
COMMAND: _____ NPPS
NEO0000 PERSONNEL MAIN MENU - PERMM
-----

CENTER ID:          NPPS VERSION:

ENTER ONE OF THE FOLLOWING SELECTIONS: ____

1 - PERSONNEL ACTIONS
2 - PLANNING ACTION
3 - MATURE PROCESS
4 - SF-50/SF-52 PROCESSING
5 - TABLES MAINTENANCE
6 - ACI
7 - MASS ACTIONS
8 - EMPLOYEE SERVICE RECORD
9 - PERSONNEL HISTORY FILE MAINTENANCE
10 - PERSONNEL AUDIT BROWSE

-----
PF1=  HELP          PF5=  MAIN MENU        PF12= END
```

## Screen Conventions

### 3.2.2.1 Title Information

**COMMAND LINE** - At the top left is the Command Line. To move your cursor to this line, press the **HOME** key. The Command Line provides one of the system navigation options and is further explained in this section. Immediately below the Command Line is the program identification which identifies each screen. As a functional user of NPPS, you will not need to use this unique screen code.

**TITLE** - The menu/template title always appears at the top center of the screen. Immediately following the title is its abbreviated name or, as it is referred to by NPPS, the template ID. This ID is used to identify the template when the user needs to move to it directly via the command processing capability by entering this acronym on the command line and pressing **ENTER**.

**DATE/TIME** - The date and time are displayed at the top right of the screen. Every time you move from one screen to another, you will see that the time has updated automatically. The number appearing immediately below the date and time is the Processing Time Indicator. This indicator displays the number of seconds between the time NPPS initiates and completes its processing on the mainframe. The Processing Time Indicator provides information relative to your mainframe's processing performance.

### 3.2.2.2 Functions and PF Keys

At the bottom of the screen are the functions and PF keys which accompany the specific menu or template you are viewing. The functions are available only on templates because they are used to identify the type of action you want to

perform for a specific employee record (i.e., add, change, retrieve, or delete). The functions available are described in conjunction with each template. The four functions available for most templates are as follows.

(A) Add

(C) Change

(D) Delete

(R) Retrieve

The PF keys available will also vary from one menu/template to another. However, there is a group of four standard PF keys which appears on most menus and templates. These standard keys are as follows.

PF1 = Help

PF3 = Previous Screen

PF5 = Main Menu

PF12 = End (must be pressed twice for confirmation)

In addition, two keys are provided which allow you to move between the pages of a template composed of more than one screen. These two keys are PF7=Backward and PF8=Forward. All other PF keys will be described in conjunction with their corresponding screens.

### **3.2.2.3 User Input Area**

The contents of the middle section of each menu or template varies according to the purpose of the screen itself. However, the user input area of each screen contains one or more of the three types of fields: (1) mandatory fields in which you must enter information, (2) optional fields in which you may choose whether or not to enter information, and (3) display fields in which you may not enter information.

Mandatory inputs vary according to the task you are performing. The mandatory fields are highlighted by NPPS so you can easily identify them. If you neglect to complete a mandatory field, NPPS will return the cursor to this field after you press **ENTER**. NPPS will also display a message which reminds you that you must complete this field before proceeding with the task.

All templates require you to enter the SSN of the employee whose master record is to be added, changed, or deleted. If you want to do any action other than retrieve information which already exists in the master record, you must also



change the function code (FUNC). Personnel templates may require a NOAC and action date (ACDATE) as well.

If your monitor has a color display, the mandatory entries are displayed as white, and the optional entries are displayed as green. Those fields which you may not change are displayed as blue.

### 3.3 NAVIGATION TECHNIQUES

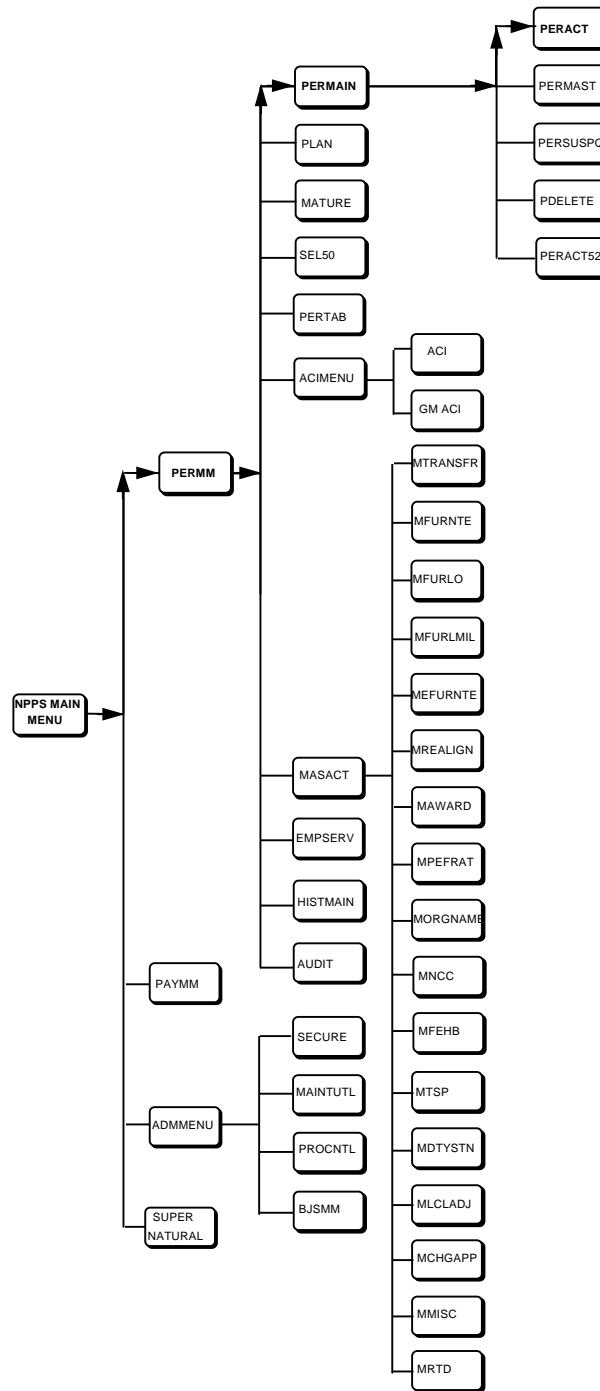
The following sections describe the navigation techniques.

#### 3.3.1 Menu Choices

Menus allow you to select the particular path you want to travel. You pass from one menu to the next until you arrive at the proper template. For instance, if you want to arrive at the Personnel Actions template from the NPPS Main Menu, you would follow the path outlined in Figure 3.3.1-1, Menu Navigation.

1. At the NPPS Main Menu, select **1** - Personnel and press **ENTER**.
2. At the Personnel Main Menu, select **1** - Personnel Actions and press **ENTER**.
3. At the Personnel Actions Menu, select **1** - Personnel Action Processing and press **ENTER**.

Navigating via the menus is helpful for individuals who are learning NPPS. However, the experienced NPPS user may find the command line a more efficient method of navigation.



**Figure 3.3.1-1 Menu Navigation**

### 3.3.2 Command Line

The command line is located at the top, left corner of each screen, as displayed in the following example. At the command line, you can enter either a template ID or a key word. Either type of command tells NPPS where you want to go without stepping through layers of menus.

COMMAND: _____	NPPS
NEO0000	PERSONNEL MAIN MENU - PERMM
-----	

#### Command Line

To use this method for navigating to the screen of your choice, first press the **HOME** key to move your cursor to the command line. Then type in the template ID or key word that represents your desired location. Finally, press **ENTER** to execute and move to your desired location. You will notice that the NPPS Main Menu does not have a command line. This is because you must first select and enter one of the four subsystems before proceeding to its accompanying menus and templates. Also, you may not use the command line to move to a menu or template which you are not authorized to use.

The template IDs are abbreviations of the individual menu and template titles. Each screen has an abbreviated name immediately after its full title. The screen title and abbreviated name are always centered at the top of each screen.

The key words are available as an alternative to PF keys. They represent the direction in which you may move or the location to which you may move. Certain key words tell NPPS that you want to cease the application and return to the mainframe operating system. These words are FIN, END, and STOP. Other words enable you to return to the main menu, such as MAIN, MAINMENU, and MENU.

Another key word allows you to move backward one screen at a time. This word is PREVIOUS. The key word which moves you directly to the data dictionary is DD. Finally, if you want to invoke the help facility from any template, type in HELP.

### 3.3.3 PF Keys

The PF keys are another method of navigation. These keys are located at the bottom of the screen, as pictured in the following example. PF keys enable you

to move from one location to another and are executed by pressing the key which represents the type of movement you desire.

-----  
PF1= HELP

PF5= MAIN MENU

PF12= END

## PF Keys

PF keys are as follows.

PF1 = HELP

PF5 = MAIN MENU

PF3 = PREVIOUS SCREEN

PF12 = END

When you enter the help facility for NPPS, some of the PF keys take on a new meaning. The PF keys which are available within the help facility are listed below.

PF1 = TOP

PF2 = DISP/UPDT MODE

PF3 = END

PF4 = DD (DATA DICTIONARY)

PF7 = BKWD (BACKWARD)

PF8 = FWD (FORWARD)

PF9 = COPY

Before you press a PF key, be sure to check its function at the bottom of the NPPS screen.

### 3.3.4 Chained Set of Screens ENTER Key

Some actions are performed by filling in a set of related templates. These templates are linked to form a chain. You move from one template to the next by simply pressing **ENTER**. You must move through the templates in a predetermined sequence which facilitates the logical processing of the action. The templates within a chain do not have a command line and you may not move directly to these templates.

### 3.3.5 Personnel Actions Hot Key

While processing a personnel action via a chain of templates, you may move directly to the final template of the chain by pressing the hot key, which is identified in the list of PF keys found at the bottom of the screen.

## 3.4 HELP SUPPORT

Each menu and template has an accompanying help screen or set of help screens. The following example is the help screen that accompanies the Application Administration Menu. These screens comprise the help facility.

```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: ADMMENU         PAGE NUMBER: 1      FUNCTION: R

THIS MENU ALLOWS YOU TO SELECT FROM:
SECURITY MAINTENANCE
MAINTENANCE UTILITIES
(sub functions)
COMMAND TABLE MAINTENANCE
BATCH JOB MAINTENANCE
PERSONNEL RELATIONAL EDITS
PROCESS CONTROLS
(sub functions)
PAYROLL
PERSONNEL
BATCH JOB SCHEDULING

-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END   PF4= DD PF7= BKWD PF8= FWD PF9= COPY
```

### Help Screen

The help facility contains basic system conventions and menu navigation assistance. However, the help facility is provided primarily as a tool to be customized by each installation. This enables the installation to provide any information needed to assist the user in performing tasks associated with personnel and payroll processing. An example of information which might be added to the help facility is the set of center-unique codes and their values. Other examples are special personnel processing information and site-unique procedures for balancing payroll.

One template or menu may have more than one help screen (i.e., a set of help screens). All help screens in the set share the same template ID, but have unique page numbers. The following example is the set of three help screens that accompany the Master Employee Record Menu.

```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY
TEMPLATE ID: MMER           PAGE NUMBER:  1      FUNCTION: R
-----

USE:                          TO:
1 - Master Selection MER Menu  Access any of the MER Modules pertaining
                                to deductions, pay adjustments, leave
                                adjustments, YTD, query, miscellaneous,
                                suspend, and mass.

2- Employee Location Menu      Display/update information pertaining to
                                distribution of pay-related data.

3 - Current PP Pay Actions Menu Process current pay period actions.

Screen 1 of 3

-----

FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

## Master Employee Record Menu (Page 1)

```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY
TEMPLATE ID: MMER           PAGE NUMBER:  2      FUNCTION: R
-----

USE:                          TO:
4 - Leave Hours Adjustments Menu  Update an employee's record to
                                reflect leave hours.

5 - Dollar Accumulations Adjustments Menu  Change an employee's dollar
                                accumulation amounts.

6 - MER Controls and Queries Menu  Display an employee's payroll
                                information.

Screen 2 of 3

-----

FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

## Master Employee Record Menu (Page 2) (Continued)

NSS0004		NPPS	
MODE: DISPLAY		HELP FACILITY	
TEMPLATE ID: MMER	PAGE NUMBER: 3	FUNCTION: R	
-----			
USE:		TO:	
7 - Payroll Suspense Maintenance Query		Display suspended payroll information for an individual employee or group of employees.	
8 - Mass and Global Transactions Menu		Access the option to perform mass changes on payroll information.	
9 - Start New Employee Add Chain		View a list of new employees and initiate the add chain.	
		Screen 3 of 3	
-----			
FUNCTIONS: A= ADD C= CHANGE D= DELETE I= INSERT R= RETRIEVE			
PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY			

### Master Employee Record Menu (Page 3) (Concluded)

#### 3.4.1 Benefits of Using Help

Help screens which accompany menus display an explanation of the choices available at the given menu. Help screens which accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.

The error and informational messages are not explained on the help screens. This is because these messages are self-explanatory. However, if you want more information about the error and informational message, refer to Appendix B.

#### 3.4.2 Instructions for Using Help

If you have a question about a particular menu or template, press **PF1** in order to access help. When you request help, NPPS shows you the first help screen for the template you are viewing. The additional help screens for the template are available one page at a time. Press **PF8** to page forward through the set of screens and **PF7** to page backward. If you want to move directly to a specific page number, type the desired page number in the appropriate field at the top, center of the screen and press **ENTER**. When you are finished with the help screens, press **PF3** and you will return to the original template that you were viewing when you requested assistance.

Authorized individuals may add new help screens, change the contents of existing help screens, and delete unwanted help screens. For more information on updating the help screens, refer to Section 4.3.1.4.

### 3.4.3 Data Dictionary

The data dictionary is available both online and in print. The Data Dictionary for the NASA Personnel/Payroll System contains a printed copy of the entire data dictionary. Since the online version of the data dictionary is easily accessible when you are working in NPPS, you will probably not require the printed version on a regular basis.

The data dictionary contains every data name, its corresponding field names, and any corresponding acronyms. The online data dictionary enables you to locate all three versions of the data name with equal efficiency by typing in the version you would like at the time you request information. For each data name, the dictionary provides a description of the name, its source, the file(s) in which the name may be located, and its edit criteria. The dictionary also provides the type and size of the data name.

You may access the data dictionary by typing **DD** in the command line and pressing **ENTER**. This method may be executed from any template or menu with a command line.

If the data dictionary cannot locate the field by the name you have provided, you can initiate a search for the field by pressing **PF1** and choosing the type of name you seek and the starting value. When you finish reviewing the description of the field, press **PF3** to exit the data dictionary and return to the menu or template you were viewing when you first requested help.

### 3.4.4 Instructions for Using the Data Dictionary

The steps to look up a data name in the printed version of the data dictionary are identical to looking up a word in a regular dictionary. You manually search for the data name according to its location in the alphabet.

Though the procedures for looking up a data name in the online version of the data dictionary are not as familiar to most individuals, they are just as simple once you learn them. First, you must access the data dictionary. This may be done from any NPPS screen with a command line. Then you type in the data name or begin a search for the name based on the first few letters. When you finish reviewing the information, you press **PF3** in order to return to your original location in NPPS. The procedures for looking up a name in the online data dictionary are as follows.

To Access the Online Data Dictionary from NPPS

1. Press **HOME** to move your cursor to the command line.



2. At the command line, type **DD** and press **ENTER**;  
  
or

3. From any help screen, press **PF4**.

### To Look Up a Known Data Name

The first screen of the online data dictionary is entitled, "NASA Personnel/Payroll System Glossary Inquiry."

UDDM1000	NASA PERSONNEL / PAYROLL SYSTEM
	GLOSSARY INQUIRY
Data Name: _____	
Enter Data Name and press 'RETURN' to start inquiry	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
HELP	PREV
	QUIT

### Data Dictionary

1. At the Data Name blank, type in the name and press **ENTER**.

UDDM1000	NASA PERSONNEL / PAYROLL SYSTEM
	GLOSSARY INQUIRY
Data Name: NAME: LAST _____	
Enter Data Name and press 'RETURN' to start inquiry	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
HELP	PREV
	QUIT

### Look Up Known Data Name

You will then receive the first screen of information about this name. You may view the second and third screens of information by pressing **ENTER** (refer to the following screens) or return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM2100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: NAME: LAST
Source: SF 52                      Type: A      Size: 22.0

Description:
    Last name by which an employee is designated on
    official transactions

    Press 'RETURN' to continue inquiry ...

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV                                QUIT

```

## Last Name Field (Page 1)

```

UDDM2300          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: NAME: LAST

      ADABAS FILE NAME      ADABAS FIELD NAME
      =====
1 NPS2-PER-MASTER          PER-NAME-LAST
2 NPS2-PER-PMRS             PMRS-NAME-LAST
3 NPS2-PAY-MASTER          PAY-NAME-LAST
4
5
6
7
8
9
10

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV                                BCKWD FORWD                                QUIT

```

## Last Name Field (Page 2)

### To Look Up an Unknown Data Name

1. At the Data Name blank, type in an approximation of the correct data name and press **ENTER**.

If you do not type in the exact data name, the dictionary will display a message at the bottom of the screen which explains that the data name you entered was not found. You will be prompted to press **PF1** for help.

```
UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: LAST NAME _____

Data Name as entered NOT found.   Use F1 for HELP....
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP          PREV                                QUIT
```

## Look Up Unknown Data Name

2. Press **PF1** and view the following pop-up menu which is used to initiate a search for an unknown data name.

```
UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: LAST NAME _____

+-----+
|       |
| Search by : 1) Data Name          |
|              2) Field Name       |
|              3) Cancel Search    |
|       |
| Starting from: LAST NAME _____ |
|       |
+-----+

Data Name as entered NOT found.   Use F1 for HELP....
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP          PREV                                QUIT
```

## Initiate Data Name Search

3. Select the type of name for which you want to search.

**1** = Data Name

**2** = Field Name

**3** = Cancel Search

This inquiry presents two options for glossary search: data name and field name. The option you select depends on whether your search is for a data name that is used as the descriptive full text name in the glossary, or the field name that is defined to the data management software and is used programmatically to access the data in the programming and query language (SUPER NATURAL and NATURAL).

4. Select the Data Name option and type in the letter(s) you select as a starting point for your search for a data name and press **ENTER**.
5. At the listing, view the data names until you find the name you are seeking (refer to the following screen). If you do not locate the name on the first display screen, press **ENTER** to move to the next screen.

```
UDDM1100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Data Name
Starting from: LAST NAME _____
Mark 'X' for Detail   Data Name
=====
-      LEAVE PERIOD: CURRENT
-      LEAVE PERIOD: TOTAL
-      LEGAL AUTHORITY CODE: 1
-      LEGAL AUTHORITY CODE: 2
-      LUMP SUM: FED W/H 20% RATE IND
-      LUMP SUM: LEAVE ADJ
-      LUMP SUM: LEAVE HOURS
-      LUMP SUM: LEAVE HRLY RATE
-      LUMP SUM: LEAVE PAYMENT
-      LUMP SUM: LEAVE PAYMENT YTD
-      LUMP SUM: RESTORED HOURS
-      LWOP: NTE DATE

Press 'RETURN' to continue scrolling ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV                               QUIT
```

### View Data Name Listing

6. When you locate the data name, enter **X** in the blank to the left of the name and press **ENTER** (refer to the following screen). You will then receive the first screen of information about this data name. You may view the second screen of information by pressing **ENTER** or return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM1100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Data Name
Starting from: LAST NAME _____
Mark 'X' for Detail   Data Name
=====
-      MILITARY LEAVE: DAYS LIMIT
-      MILITARY LEAVE: USED B/W HOURS
-      MILITARY LEAVE: USED DAYS FYTD
-      MILITARY LEAVE: USED WEEK 1
-      MILITARY LEAVE: USED WEEK 2
-      MILITARY LEAVE: USED YTD HOURS
-      MINORITY CODE
-      MISCELLANEOUS REQUIRED AMT
-      MISCELLANEOUS YTD
-      NAME: FIRST
-      NAME: GENEALOGICAL SUFFIX
X      NAME: LAST
      Press 'RETURN' to continue scrolling ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV                                QUIT

```

### Select Desired Data Name

To Look Up an Unknown Field Name

1. Press **PF1** and view the pop-up menu which is used to initiate a search for an unknown name.
2. Select the Field Name option and type in the letter(s) you select as a starting point for a field name and press **ENTER**.
3. At the listing, view the field and data names until you find the name you are seeking (refer to the following screen). If you do not locate the name on the first display screen, press **ENTER** to move to the next screen.

```

UDDM1300          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Field Name
Starting from: _____
Mark 'X'

Detail Field Name          Data Name
=====
-   A-L-PT-CARRY-OVR      ANNUAL LV: P/T CARRY OVER HIST
-   ADDR-AWARD-DATA       AWARD: PE GROUP DATA
-   ADDR-AWD-CITY-DED     AWARD: CITY TAX DED
-   ADDR-AWD-CNTY-DED     AWARD: COUNTY TAX DED
-   ADDR-AWD-EARN         AWARD: EARNINGS
-   ADDR-AWD-EFDATE       AWARD: EFF DATE
-   ADDR-AWD-FEDTX-DED    AWARD: FED TAX DED
-   ADDR-AWD-FICA-DED     AWARD: FICA DEDUCTION
-   ADDR-AWD-FICA-EARN    AWARD: FICA EARNING AMOUNT
-   ADDR-AWD-FICA-GOV-DED AWARD: FICA GOV DED
-   ADDR-AWD-HIT-DED      AWARD: HIT DEDUCTION
-   ADDR-AWD-HIT-EARN     AWARD: HIT EARNING AMOUNT

PRESS 'RETURN' TO CONTINUE SCROLLING ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
PREV                                           QUIT

```

### View Field Name Listing

- When you locate the field name, enter **X** in the blank to the left of the name and press **ENTER**. (Refer to the following screen.) You will then receive the first screen of information about this field name. You may view the second screen of information by pressing **ENTER**, or you may return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM1300          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Field Name
Starting from: _____
Mark 'X'

Detail Field Name          Data Name
=====
-   A-L-PT-CARRY-OVR      ANNUAL LV: P/T CARRY OVER HIST
-   ADDR-AWARD-DATA       AWARD: PE GROUP DATA
-   ADDR-AWD-CITY-DED     AWARD: CITY TAX DED
-   ADDR-AWD-CNTY-DED     AWARD: COUNTY TAX DED
x   ADDR-AWD-EARN         AWARD: EARNINGS
-   ADDR-AWD-EFDATE       AWARD: EFF DATE
-   ADDR-AWD-FEDTX-DED    AWARD: FED TAX DED
-   ADDR-AWD-FICA-DED     AWARD: FICA DEDUCTION
-   ADDR-AWD-FICA-EARN    AWARD: FICA EARNING AMOUNT
-   ADDR-AWD-FICA-GOV-DED AWARD: FICA GOV DED
-   ADDR-AWD-HIT-DED      AWARD: HIT DEDUCTION
-   ADDR-AWD-HIT-EARN     AWARD: HIT EARNING AMOUNT

PRESS 'RETURN' TO CONTINUE SCROLLING ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
PREV                                           QUIT

```

### Select Desired Field Name

To Exit the Online Data Dictionary and Return to NPPS

1. Press **PF3**.

### 3.5 PAYROLL

```
COMMAND: _____      N P P S
NAO0000      PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                        1 - TIME & ATTENDANCE

                        2 - MER

                        3 - TABLE PROCESSING

                        4 - VOUCHERING

                        5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP                PF5=  MAIN MENU                PF12= END
```

#### **Payroll Main Menu (MMPAY)**

##### **Description and Execution**

The Payroll Main Menu (MMPAY) displays the five main components of the Payroll subsystem of NPPS. This subsystem provides the capability to process payroll employee actions and to compute employee pay. These components are grouped into three logical sections for payroll processes: Payroll Actions (MER), Payroll Computations (Time and Attendance and Vouchering), Payroll Table Processing, and Non-personnel Action Cash Award. These components are addressed in an order other than the numbering of the Main menu for easier comprehension.



## Description and Execution - CPO Center

```

COMMAND: _____ N P P S
NAO0000 PAYROLL MAIN MENU - MMPAY
-----
CENTER ID: NPPS VERSION:

ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - TIME & ATTENDANCE
2 - MER
3 - TABLE PROCESSING
4 - VOUCHERING
5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1= HELP PF5= MAIN MENU PF12= END

```

### Payroll Main Menu (MMPAY)

When the Payroll Main Menu (MMPAY) is accessed using a CPO USER-ID, CENTER-ID is an open field. The CPO User can switch from one Center to another on this screen by inputting the CENTER-ID. When the cursor is put on the CENTER-ID field and PF1 is used, a window is displayed with a pick list of Centers from NPPS Core Table TINSTAL1.

```

COMMAND: _____ N P P S
NAO0000 PAYROLL MAIN MENU - MMPAY
-----
CENTER ID
ENTER ONE
-----
1 | ENTER THE NUMBER OF THE SITE
2 | YOU WISH TO ACCESS
3 |
4 | 1 1000
5 | 2 2100
  | 3 2200
  | 4 2300
  | 5 2400
  | 6 5100
  | 7 6200
  | 8 6400
  | 9 7200
  | 10 7600
  |
  | SELECTION
-----
PF1= HELP 12= END

```

### Step to Reach Payroll Main Menu

1. At the Main Menu, select **2 - Payroll**.

### 3.5.1 Payroll Actions (MER) Menu

```
COMMAND: _____ NPPS
NAO1000      MASTER EMPLOYEE RECORD DATA ENTRY MENU - MMER      2
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - MASTER SELECTION MER MENU
2 - EMPLOYEE LOCATION MENU
3 - CURRENT PP PAY ACTIONS MENU
4 - LEAVE HOURS ADJUSTMENTS MENU
5 - DOLLAR ACCUMULATIONS ADJUSTMENTS MENU
6 - MER CONTROLS AND QUERIES MENU
7 - PAYROLL SUSPENSE MAINTENANCE QUERY
8 - MASS AND GLOBAL TRANSACTIONS MENU
9 - START NEW EMPLOYEE ADD CHAIN

-----

PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU      PF12=  END
```

#### **Master Employee Record Data Entry Menu (MMER)**

##### **Description and Execution**

The Master Employee Record Data Entry Menu (MMER) is used to select other submenus in order to navigate to the required payroll actions template. For the remainder of the Payroll Actions (MER) section of the UOG, the first option from this menu, Master Selection MER Menu, will be discussed. This menu lists all 60 possible payroll actions on three screens. For further reference, the Master Selection MER Menu screens are displayed on proceeding pages.

##### Steps to Reach the Master Employee Record Data Entry Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.

```

COMMAND: _____ NPPS
NAO1001          MASTER SELECTION MER MENU - MSTM          1 OF 3
-----
                        ENTER ONE OF THE FOLLOWING SELECTIONS:  __

          DEDUCTIONS                                PAY AND DEDUCTIONS ADJUSTMENTS
1  - VOLUNTARY SAVINGS ALLOTMENTS                    14 - EARNINGS AND REFUNDS ADJ
2  - TSP LOAN REPAYMENT ALLOTMENTS                   15 - COLA & FOREIGN DIFFERENTIAL
3  - BOND DEDUCTIONS                                 16 - CURRENT TSP ADJUSTMENTS
4  - NEBA LIFE INSURANCE                             17 - EMPLOYEE INSURANCE ADJUSTMENTS
5  - MILITARY DEPOSIT DEDUCTIONS                     18 - OTHER DEDUCTIONS ADJUSTMENTS
6  - MISCELLANEOUS VOLUNTARY DEDUCTIONS              19 - LUMP SUM LEAVE/REACTIVATIONS
7  - THRIFT SAVINGS PLAN                             20 - PCS TRAVEL ADJUSTMENT B/W
8  - FEDERAL & STATE TAXES
9  - CITY & COUNTY TAXES                                LEAVE ADJUSTMENTS
10 - BANKRUPTCY PAYMENTS                             21 - ANNUAL LEAVE
11 - INDEBTEDNESS TO U.S.                             22 - COMPENSATORY TIME
12 - CHILD SUPPORT PAYMENTS                           23 - RELIGIOUS COMP TIME
13 - COMMERCIAL GARNISHMENTS                         24 - CREDIT HOURS (CONT.)
-----
PF1= HELP          PF3= PREV SCREEN    PF5= MAIN MENU      PF7= BACKWARD
PF8= FORWARD       PF12= END

```

## Master Selection MER Menu (Page 1)

```

COMMAND: _____ NPPS
NAO1001          MASTER SELECTION MER MENU - MSTM          2 OF 3
-----
                        ENTER ONE OF THE FOLLOWING SELECTIONS:  __

25 - LEAVE WITHOUT PAY HOURS                         36 - YTD EARNINGS & PREM HRS WORKED
26 - RESTORED LEAVE                                 37 - YTD LEAVE COST
27 - SICK LEAVE                                     38 - YTD DEDUCTIONS
28 - CONTINUATION OF PAY LEAVE                       39 - YTD RETIREMENT ADJUSTMENTS
29 - DONATED ANNUAL LEAVE                           40 - YTD DEDUCTIONS TSP
30 - HOME LEAVE                                     41 - APPOINTMENT LIMITATIONS
31 - OTHER LEAVE USED YTD                           42 - TRANSFER IN DATA
32 - TIME OFF AWARDS
33 - EXTENDED COMPENSATORY TIME                    QUERY
                                                    43 - SAVINGS ALLOTMENT SUMMARY
          YTD                                         44 - OLD VERSUS NEW NORMALS
34 - FORMER STATE TAXES                             45 - PAY PERIOD YTD ADJUSTMNT
35 - FORMER CITY & COUNTY TAXES                     46 - BONDS CONTROL (CONT.)
-----
PF1= HELP          PF3= PREV SCREEN    PF5= MAIN MENU      PF7= BACKWARD

```

## Master Selection MER Menu (Page 2)

```

COMMAND: _____ NPPS
NAO1001          MASTER SELECTION MER MENU - MSTM          3 OF 3
-----
                        ENTER ONE OF THE FOLLOWING SELECTIONS:  __

47 - PAYROLL REGISTER ADJUSTMENTS          SUSPEND
48 - PERSONNEL DATA                      58 - PAYROLL SUSPENSE MAINT QUERY
49 - NEW EMPLOYEE LIST
50 - TERMINATED EMPLOYEE LIST              MASS
51 - AWARDS CONTROL                      59 - CFC DEDUCTION MASS
52 - TOUR OF DUTY NORMALS                60 - T & A DISTRIBUTION MASS
53 - PAY PERIOD HISTORY QUERY            61 - NEW PAYBLOCK MASS UPDATE
54 - PAY PERIOD HISTORY                  62 - DONATED LEAVE MASS
                                         63 - GLOBAL TRANSACTIONS, FIN INST
                                         64 - GLOBAL TRANSACTIONS, TA DIST CDE
                                         65 - MASS AWARD PROCESSING
                                         66 - MASS EXTENDED COMPENSATORY TIME

      MISCELLANEOUS
55 - EMPLOYEE T & A DISTRIBUTION
56 - EMP MAILING ADDRESS & NET PAY
57 - SPOUSAL HEALTH BENEFITS
-----
PF1=  HELP          PF3=  PREV SCREEN   PF5=  MAIN MENU       PF7=  BACKWARD
PF8=  FORWARD       PF12= END

```

### Master Selection MER Menu (Page 3)

Throughout the Payroll Actions section, special sets of functions and PF keys are available. Though not every function and PF key appears on all screens, the complete sets are listed below so that you may become familiar with them.

#### Use of Functions

- |               |   |
|---------------|---|
| A=Add Chain   | Allows you to add information about a new employee through a series of temporarily linked screens. The linkage ceases to exist when you change the Add function to any other function.  |
| C=Change      | Allows you to change information about an existing employee.  |
| N=Name Search | Allows you to enter an employee's name or partial name and retrieve the SSN. If more than one employee satisfies the name search, a listing of all employees with that name will be displayed on the screen. You may then select the specified employee, and NPPS will enter the SSN on the screen so that you may continue as if you had entered the SSN yourself. |

R=Retrieve	Allows you to retrieve information from an existing employee's master record so that you may view the information on the screen. Data must be retrieved before it can be changed.
S=Suspend	Allows you to enter information for an existing employee in advance of the date when you want the information to become part of the master employee record. This information is temporarily placed in the suspense file and will be applied to the employee's record when matured. This date is referred to as the Effective Date. The Effective Date is usually the first day of the pay period in which the action should be applied.
X=Cancel	Allows you to place an "X" in the Cancel field to cancel information pertaining to an existing employee.

#### Use of PF Keys

The four standard PF keys which appear on most menus and templates are PF1=Help, PF3= Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys which allow you to move between the pages of a template that is composed of more than one screen are PF7=Backward and PF8=Forward.

Four additional keys allow you to query display screens so that you can confirm the results of your payroll actions. These four PF keys are PF2=QALLOT (Savings Allotment Summary), PF4=QNORM (Old vs. New Normals), PF6=QYTDADJ (Pay Period YTD Adjustments), and PF9=QREG (Payroll Register).

#### **Description of Data Processing Results and Output**

Most payroll actions result in control reports for normals controls, gross-to-net controls, YTD controls, or allotment controls as well as employee record updates and transaction history updates.

### **3.5.1.1 Deductions**

NPPS provides the capability to maintain the employee information necessary to compute the following voluntary and mandatory biweekly deductions from gross earnings.

#### **Voluntary Deductions**

- Voluntary Savings Allotments
- TSP Loan Repayment Allotments
- Bond Deductions
- NEBA Life Insurance
- Military Deposit Deductions
- Miscellaneous Voluntary Deductions
- TSP Deductions

#### **Mandatory Deductions**

- Federal and State Taxes
- City Taxes
- Bankruptcy Payment
- Indebtedness to the US Government
- Child Support Payments
- Commercial Garnishments

### 3.5.1.1.1 Voluntary Savings Allotments

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1231          VOLUNTARY SAVINGS ALLOTMENTS - ALLOT
-----
      SSN      PAYBLK  FUNC  LAST NAME      FIRST NAME      I
      --      -      -      -              -              -
                        R
      ROUTING#      ACCOUNT#      AMOUNT  ACCT  ENTER X
                        TYPE      TO CANCEL

ALLOTMENT 1  _____
      FIN. INST. NAME:
ADDRESS:
CITY:                      STATE:      ZIP:
                        ROUTING#      ACCOUNT#      AMOUNT  ACCT
ALLOTMENT 2  _____
      FIN. INST. NAME:
ADDRESS:
CITY:                      STATE:      ZIP:
                        ROUTING#      ACCOUNT#      AMOUNT  ACCT
-----
FUNCTIONS: A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP           PF2= QALLOT      PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU       PF9= QREG        PF12= END

```

## Voluntary Savings Allotments (ALLOT)

### Description and Execution

The Voluntary Savings Allotments (ALLOT) template is used to set up and maintain employee deductions for two separate savings allotments.

#### Steps to Reach Voluntary Saving Allotments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **1** - Voluntary Savings Allotments.

### 3.5.1.1.2 TSP Loan Repayment Allotments

```

COMMAND: _____ NPPS
NA01232          TSP LOAN REPAYMENT ALLOTMENTS - LOAN
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -      -      -      -      -      -
                                LOAN 1                                TYPE
                                X TO
ROUTING#      ACCOUNT#      ALLOT AMT      ACCUM AMT      CANCEL
-----      -      -      -      -      -
                                0.00      0.00      -
                                LOAN 2
ROUTING#      ACCOUNT#      ALLOT AMT      ACCUM AMT      CANCEL
-----      -      -      -      -      -
                                0.00      0.00      -
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF2= QALLOT      PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU      PF9= QREG        PF12= END
  
```

## TSP Loan Repayment Allotments (LOAN)

### Description and Execution

The TSP Loan Repayment Allotments (LOAN) template is used to set up and maintain employee deductions for two separate allotments for TSP loan repayment. Loan deductions cease automatically when the accumulated amount equals the loan face amount, or when "X" is input into the Type X to Cancel field for each deduction.

### Steps to Reach TSP Loan Repayment Allotments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **2** - TSP Loan Repayment Allotments.



### 3.5.1.1.3 Bond Deductions

```

*   NO BOND DATA EXISTS FOR EMPLOYEE

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND

      SSN    PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      _____  _____  _____  _____  _____  _____  -
                        R
STATUS: _____ BOND TO BE PURCHASED: _____ BOND DATE: 0000
DENOMINATION: ____0 REQ DED: ____0.00 BALANCE: 0.00
PURCHASE PRICE: 0.00 CUR DED: 0.00 REFUND: ____0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      _____  _____  _____  _____  _____
      (6)          (7)          (8)          (9)          (10)
      _____  _____  _____  _____  _____
-----
TOTAL #BONDS: 0      TOT REQ DED: 0.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 0      TOT CUR DED: 0.00
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP        PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU    PF9= QREG     PF12= END

```

### Bond Deductions (BOND)

```

COMMAND: _____ NPPS
NAO1233B          BOND OWNERS - BOWN
-----
EMPLOYEE SSN: _____ NAME: _____
BOND OWNER SSN: 000 00 0000 FUNC: _ BOND: _____
OWNER NAME: _____
ADDRESS: _____
CITY: _____ STATE: ____ ZIP: ____ - ____
CO-OWNER/BEN CODE: ____
NAME: _____ I.D.: 000 00 0000
-----
      OWNER SSN  CODE  CO BEN I.D.      OWNER SSN  CODE  CO BEN I.D.
-----
FUNCTION:  A= ADD      C= CHANGE  D= DELETE  R= RETRIEVE  S= SUSPEND
PF1=  HELP    PF3= PREV SCREEN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

### Bond Owners (BOWN)

## Description and Execution

The Bond Deductions (BOND) template is used to set up and maintain a bond purchase program for an employee. Each employee may purchase up to ten bonds. The accompanying Bond Owners (BOWN) template allows for the input and display of complete information regarding the bond owner and co-owner for each bond purchased. You may enter a maximum of ten bonds. Each bond may be fixed or rotating. A fixed bond has only one owner. A rotating bond may have from two to ten owners, but the total number of bond owners the system can handle is limited to ten. A rotating bond is issued to each owner successively beginning with the first owner. The Refund field is used only when a bond deduction is terminating.

### Steps to Reach Bond Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **3** - Bond Deductions.

**Note:** Bond Owners (BOWN) can only be reached by first accessing a record at the Bond Deductions template and then pressing **PF2**.

Bond processing allows you to add a bond (fixed or rotating), change the information for an existing bond, change the information for an existing owner/co-owner combination, delete a bond, and delete an inactive owner/co-owner combination. Each of these functions is illustrated in the following examples.

```

* NO BOND OWNERS ESTABLISHED YET

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND

      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056  01    1_    C      JONES_____  ERICK_____ L

      STATUS:          BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 100      REQ DED: __10.00    BALANCE: 0.00
PURCHASE PRICE: 0.00  CUR DED: 0.00    REFUND: __0.00

OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056    _____  _____  _____  _____
      POD _____  _____  _____  _____  _____
      (6)          (7)          (8)          (9)          (10)
      _____  _____  _____  _____  _____

-----
TOTAL #BONDS: 0      TOT REQ DED: 0.00    **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 0      TOT CUR DED: 0.00
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00

-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU      PF9= QREG      PF12= END

```

## Adding a Fixed Bond (Page 1)

### Steps to Add a Fixed Bond

In the first example, a fixed bond was added for Erick Jones. Since Mr. Jones did not have any bonds established, this bond is bond number 1. Mr. Jones is the owner and his son, James, is the beneficiary. NPPS generated an ID for James which is part of the owner/beneficiary combination for this bond. The bond denomination is \$100 and the required deduction is \$10.00 per pay period.

1. Navigate to the bond template. Enter the SSN of the employee who wants to add a fixed bond and the bond number; you must choose a number which is not already assigned. Refer to the All Bond # Assigned area in order to view which bond numbers are already assigned. Press **ENTER**. NPPS will display the message, NO BOND OWNERS ESTABLISHED YET.
2. Change the FUNC to "C" for change. If you are adding the bond via the new employee add chain, you may leave the function as "A" for add chain. Enter the Denomination, Required Deduction, and owner SSN. If the employee has identified a co-owner or beneficiary, you must enter a code immediately below the owner SSN. The code for co-owner is "OR" and the code for beneficiary is "POD." Then you may enter the SSN of the co-owner beneficiary in the blank to the right of the co-owner beneficiary code. If you do not know the SSN of the co-owner beneficiary, you may generate your own installation-unique ID number (which should have at least three leading zeros so as not to be confused with a valid SSN) or you can leave

this item blank. If you do not enter a co-owner beneficiary SSN or ID, NPPS generates an ID for you. You will view this system-generated ID when you proceed to the Bond Owner template. You must enter a deduction of at least \$3.75 and you must have at least one bond owner for each bond. Press **ENTER**.

```
* NEW BOND OWNER READY FOR ADD
COMMAND: _____ NPPS
NAO1233 _____ BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0060 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: A BOND: 1
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598
CO-OWNER/BEN CODE: POD
NAME: JAMES JONES I.D.: 000 00 0001
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END
```

### Adding a Fixed Bond (Page 2)

3. NPPS displays the Bond Owner template with the message, NEW BOND OWNER READY TO ADD. Enter the owner name, street address, city, state, and zip. Also enter the name of the co-owner beneficiary if you indicated one on the Bond template. Note that the co-owner beneficiary code is automatically displayed by NPPS. In addition, NPPS automatically displays the SSN or ID you entered for the co-owner beneficiary. If you did not enter a SSN or ID, NPPS now displays the ID it automatically generated for you. Press **ENTER**. NPPS displays the new owner/co-owner beneficiary combination at the bottom of the screen and you receive the message, ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMPLETE UPDATE.

\* PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD  
\* NORMAL RECALCULATION HAS BEEN DONE

PF1= HELP            PF3= PREV SCREEN            PF5= MAIN MENU            PF7= BACKWARD  
PF8= FORWARD        PF12= END  
PF4= QNORM           PF9= QREG

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN    PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056   01    1_    R    JONES_____ ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 100      REQ DED: __10.00      BALANCE: 0.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __0.00
      OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056      _____
      POD 000000001  _____
      (6)          (7)          (8)          (9)          (10)
      _____
      _____
-----
TOTAL #BONDS: 1      TOT REQ DED: 10.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 1      TOT CUR DED: 0.00      1
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU      PF9= QREG      PF12= END

```

### Adding a Fixed Bond (Page 4)

- The Bond template displays the newly added bond. NPPS automatically calculates the Purchase Price. Any co-owner beneficiary ID automatically generated by NPPS is displayed on the Bond template. In addition, the Total Number of Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Number Assigned fields are updated.

## Steps to Add a Rotating Bond

In the following example, a rotating bond was added for Erick Jones. Since Mr. Jones had a bond assigned the number 1, this bond is bond number 2. Mr. Jones is the owner and his three grandchildren are the co-owners. As a result, this bond has three owner/co-owner combinations. The bond denomination is \$50 and the required deduction is \$25.00 per pay period. Each pay period, one bond will be purchased for the owner/co-owner combination in the position marked as "1." During initialization, the owner/co-owner combination which received the bond for the prior pay period, will rotate to the end of the line and each additional owner/co-owner combination will move forward one position. The rotation does not occur until the owner/co-owner combination in position 1 receives a bond and the bond is not attached to a given owner/co-owner combination until it is purchased. Therefore, the outstanding balance of a cancelled bond always belongs to the employee.

```

* NO BOND OWNERS ESTABLISHED YET

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND

SSN PAYBLK BOND# FUNC LAST NAME FIRST NAME I
100 00 0056 01 2_ C JONES_____ ERICK__ L

STATUS: BOND TO BE PURCHASED: BOND DATE: 0000
DENOMINATION: 50 REQ DED: __25.00 BALANCE: 0.00
PURCHASE PRICE: 0.00 CUR DED: 0.00 REFUND: __0.00

OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056 100000056 _____
OR_ 100000100 OR_ 100000200 OR_ 100000300 _____
(6) (7) (8) (9) (10)
_____

-----
TOTAL #BONDS: 1 TOT REQ DED: 10.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 1 TOT CUR DED: 0.00 1
TOTAL BALANCE: 0.00 TOTAL REFUND: 0.00
-----

FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

## Adding a Rotating Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the bond number. Press **ENTER**. NPPS will display the message, NO BOND OWNERS ESTABLISHED YET.
2. Change the FUNC to "C." If you are adding the bond via the new employee add chain, you may leave the function as "A" for add chain. Enter the Denomination, Required Deduction, and owner SSN for each owner/co-owner beneficiary combination. If the employee has identified a co-owner or beneficiary for one or more of the owner(s), you must enter a code

immediately below the corresponding owner SSN. The code for co-owner is "OR" and the code for beneficiary is "POD." Then enter the SSN of the co-owner beneficiary in the blank to the right of the co-owner beneficiary code. (For further details, see Steps to Adding a Fixed Bond.) You must enter a deduction of at least \$3.75 and you must have at least one bond owner for each bond. Press **ENTER**.

```

* ADDRESS FOR OWNER 100000056 HAS BEEN ADDED
* ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMPLETE UPDATE
COMMAND: _____ NPPS
NAO1233 BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: A BOND: 2
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598
CO-OWNER/BEN CODE: OR
NAME: JANE JONES I.D.: 100 00 0300
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0200 100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

### Adding a Rotating Bond (Page 2)

- NPPS displays the Bond Owner template for the owner/co-owner combination you enter in position one. Enter the owner name, street address, city, state, and zip. Also enter the name of the co-owner beneficiary if you indicated one on the Bond template. Note that the co-owner beneficiary code is automatically displayed by NPPS. In addition, NPPS automatically displays the SSN or ID you entered for the co-owner beneficiary. Press **ENTER**. NPPS automatically displays the next owner co-owner combination you specified and you must supply the same types of information you provided for the first owner co-owner combination. The process continues until you have provided the required information for all the owner/co-owner combinations identified on the Bond template. As each new combination is added, NPPS displays the new owner/co-owner beneficiary combination at the bottom of the screen. After the data for each owner co-owner combination is entered, the message ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMLETE UPDATES will be displayed. When the data for the last owner co-owner combination has been made, the updates will be completed.



PF1= HELP            PF3= PREV SCREEN            PF5= MAIN MENU            PF7= BACKWARD  
PF8= FORWARD        PF12= END  
PF4= QNORM           PF9= QREG

## Adding a Rotating Bond (Page 3)

4. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the norm recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
100 00 0056    01     2_    C      JONES_____  ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 50      REQ DED: __25.00      BALANCE: 0.00
PURCHASE PRICE: 25.00      CUR DED: 0.00      REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
1000000056      1000000056      1000000056      _____
OR_ 100000100  OR_ 100000200  OR_ 100000300  _____
      (6)          (7)          (8)          (9)          (10)
_____
-----
TOTAL #BONDS: 0      TOT REQ DED: 35.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF2= OWNERS      PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU      PF9= QREG        PF12= END

```

### Adding a Rotating Bond (Page 4)

- The Bond template displays the newly added bond. NPPS automatically calculates the Purchase Price. Any co-owner beneficiary IDs automatically generated by NPPS are displayed on the Bond template. In addition, the Total Number of Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Numbers Assigned fields are updated.

## Bond Updates Which NPPS Performs During T&A Processing

When Mr. Jones' T&A is processed, NPPS updates the Bond template to indicate that he now has a Total Current Bond Deduction of \$35.00 with an Total Balance of \$10.00. The \$25.00 difference is applied to the purchase of one number 2 bond for the first owner/co-owner combination.

COMMAND: _____		NPPS				
NAO1233		BOND DEDUCTIONS - BOND				
SSN	PAYBLK	BOND#	FUNC	LAST NAME	FIRST NAME	I
100 00 0056	01	2_	R	JONES_____	ERICK__	L
STATUS:		BOND TO BE PURCHASED: YES		BOND DATE: 1289		
DENOMINATION:	50	REQ DED:	25.00	BALANCE:	0.00	
PURCHASE PRICE:	25.00	CUR DED:	25.00	REFUND:	0.00	
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)						
(1)	(2)	(3)	(4)	(5)		
100000056	100000056	100000056				
OR_ 100000100	OR_ 100000200	OR_ 100000300				
(6)	(7)	(8)	(9)	(10)		
-----						
TOTAL #BONDS:	0	TOT REQ DED:	35.00	**** ALL BOND # ASSIGNED ****		
TOTAL #OWNERS:	4	TOT CUR DED:	35.00	1 2		
TOTAL BALANCE:	10.00	TOTAL REFUND:	0.00			
-----						
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND						
PF1= HELP		PF2= OWNERS		PF3= PREV SCREEN		PF4= QNORM
PF5= MAIN MENU		PF9= QREG		PF12= END		

## Bond Updates and Purchases

1. After you enter the T&A for each employee, NPPS reviews all the bonds in order to calculate the Total Current Bond Deduction for the pay period. This total should be identical to the Total Required Bond Deduction. The only exception occurs when NPPS finds that the employee's total pay amount is less than the Total Required Bond Deduction. In this case, NPPS sets the Total Current Bond Deduction to zero and does not make any bond deduction for the current pay period. In addition, NPPS updates the Total Balance for all outstanding bond deductions waiting to be applied to the future purchase of a bond.
2. When the T&A for each employee is entered, NPPS looks at the purchase price of each bond and decides whether the bond balance is 50 percent or more of the purchase price. If the balance is 50 percent or more of the purchase price, NPPS assigned the current month and year to the bond in the Bond Date field.
3. When the T&A for each employee is entered, NPPS looks at the purchase price of each bond and decides whether a bond is to be purchase based on

the required deduction and/or the bond balance amount. If a bond should be purchased, NPPS enters "Yes" in the Bond To Be Purchased field.

## Bond Rotation

During initialization, the second owner/co-owner combination for Mr. Jones' number 2 bond moves into the first position. Likewise, the third combination moves into position number two. The combination that received the bond purchase in the previous pay period moves into the third and final position. The rotation will continue in this manner until Mr. Jones chooses to change or delete this bond.

COMMAND: _____		NPPS	
NAO1233			
BOND DEDUCTIONS - BOND			
SSN	PAYBLK	BOND#	FUNC LAST NAME FIRST NAME I
100 00 0056	01	2_	R JONES ERICK L
STATUS: BOND TO BE PURCHASED: BOND DATE: 0000			
DENOMINATION: 50		REQ DED: 25.00 BALANCE: 0.00	
PURCHASE PRICE: 25.00		CUR DED: 0.00 REFUND: 0.00	
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)			
(1)	(2)	(3)	(4) (5)
100000056	100000056	100000056	
OR_ 100000200	OR_ 100000300	OR_ 100000100	
(6)	(7)	(8)	(9) (10)
-----			
TOTAL #BONDS: 2		TOT REQ DED: 35.00 **** ALL BOND # ASSIGNED ****	
TOTAL #OWNERS: 4		TOT CUR DED: 0.00 1 2	
TOTAL BALANCE: 10.00		TOTAL REFUND: 0.00	
-----			
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP		PF2= OWNERS PF3= PREV SCREEN PF4= QNORM	
PF5= MAIN MENU		PF9= QREG PF12= END	

## Bond Rotation

During initialization, NPPS looks at each rotating bond and determines whether or not a bond was purchased during the prior pay period. If the owner/co-owner combination in the first position did receive a bond, this combination rotates to the end of the line and each additional owner/co-owner combination will move forward one position. The rotation does not occur until the owner/co-owner combination in position number 1 receives a bond and the bond is not attached to a given owner/co-owner combination until it is purchased. Therefore, the outstanding balance of a canceled bond always belongs to the employee.

## Steps to Change a Bond

In the following example, Mr. Jones decides to increase the Required Deduction for bond number 1. The original deduction was \$10.00 and he wants the deduction to increase to \$20.00 per pay period. As a result of this change, Mr. Jones' Total Required Bond Deduction (per pay period) becomes \$45.00.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME   FIRST NAME  I
      100 00 0056   01    1_    C      JONES_____ ERICK_____ L
      STATUS: BOND TO BE PURCHASED: BOND DATE: 0000
DENOMINATION: 100 REQ DED: __20.00 BALANCE: 10.00
PURCHASE PRICE: 50.00 CUR DED: 0.00 REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056 _____
      POD 000000001 _____
      (6)          (7)          (8)          (9)          (10)
      _____
      _____
-----
TOTAL #BONDS: 2 TOT REQ DED: 35.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4 TOT CUR DED: 0.00 1 2
TOTAL BALANCE: 10.00 TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END
  
```

## Changing a Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be changed. Press **ENTER**. NPPS will display the current information for the bond.
2. Change the FUNC to **C**. Enter the desired changes. Press **ENTER**.

\* PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD  
\* NORMAL RECALCULATION HAS BEEN DONE

PF1= HELP            PF3= PREV SCREEN            PF5= MAIN MENU            PF7= BACKWARD  
PF8= FORWARD        PF12= END  
PF4= QNORM           PF9= QREG

3. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN    PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056   01    1_    R      JONES_____ ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __0.00
      OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056      _____
      POD 000000001  _____
      (6)          (7)          (8)          (9)          (10)
      _____
      -----
TOTAL #BONDS: 2      TOT REQ DED: 45.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
      -----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP          PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU     PF9= QREG      PF12= END

```

### Changing a Bond (Page 3)

4. The Bond template displays the changed bond. If appropriate, NPPS automatically recalculates the Purchase Price. In addition, the Total Number of Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Numbers Assigned fields are updated.

## Steps to Change a Bond Owner

In the example below, Mr. Jones decides to add his son's middle name to the information on the Bond Owner template for bond number 1.

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
      100 00 0056   01    1_    R    JONES_____  ERICK____  L
      STATUS:          BOND TO BE PURCHASED:          BOND DATE: 0000
DENOMINATION: 100      REQ DED: __20.00    BALANCE: 10.00
PURCHASE PRICE: 50.00  CUR DED: 0.00    REFUND: __0.00
      OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056        _____  _____  _____  _____
      POD 000000001    _____  _____  _____  _____
      (6)          (7)          (8)          (9)          (10)
      _____  _____  _____  _____  _____
      -----
TOTAL #BONDS: 2      TOT REQ DED: 45.00    **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00    1 2
TOTAL BALANCE: 10.00  TOTAL REFUND: 0.00
      -----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP          PF2= OWNERS    PF3= PREV SCREEN    PF4= QNORM
PF5= MAIN MENU     PF9= QREG      PF12= END
  
```

## Changing a Bond Owner (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and any assigned bond number. Press **ENTER**. NPPS displays the information regarding this bond. Press **PF2**.



```

COMMAND: _____ NPPS
NAO1233 BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: C BOND: 1
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598

CO-OWNER/BEN CODE: POD
NAME: JAMES ALFRED JONES I.D.: 000 00 0001
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0200 100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

## Changing a Bond Owner (Page 2)

- NPPS displays the Bond Owner template. All owner/co-owner combinations are listed at the bottom of the screen. The first owner/co-owner combination for the bond number being processed will be displayed. Use the **PF8** key to navigate to the combination you want to change. If the combination you want to change is not linked to the current bond number, press **PF9** to scroll all owners. The bond number will change to ALL to remind you that all owners are available. Enter a FUNC of **C** and change the desired information. Press **ENTER**.

```

* ADDRESS FOR OWNER 100000056 HAS BEEN CHANGED
* ALL CHANGES HAVE BEEN MADE...PRESS ENTER TO COMPLETE UPDATE
COMMAND: _____ NPPS
NAO1233 BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: EASTWOOD CLINT
BOND OWNER SSN: 100 00 0056 FUNC: C BOND: 1
OWNER NAME: ERICK JONES_____
ADDRESS: 1000 SEA HAWK LANE_____
CITY: WEBSTER_____ STATE: TX_ ZIP: 77598 0000

CO-OWNER/BEN CODE: POD
NAME: JAMES ALFRED JONES_____ I.D.: 000 00 0001
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0200 100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

### Changing a Bond Owner (Page 3)

3. NPPS displays the message, ALL CHANGES HAVE BEEN MADE...PRESS ENTER TO COMPLETE UPDATE.

## Steps to Delete a Bond

In the following example, Mr. Jones decides to delete his fixed bond (i.e., bond number 1). His bond receives a status of Delete. The balance of \$10.00 for this bond is converted into a refund by NPPS automatically. In addition, NPPS automatically zeros out the Balance and Total Balance fields. The Total Required Deduction is reduced by \$20.00 accordingly.

The bond may be reinstated using the add function throughout this entire pay period. If the bond is not reinstated, it will be purged during initialization. Since the corresponding bond owner/co-owner beneficiary combination is not used by any other bond, it will also be purged during initialization. However, the owner/co-owner beneficiary combination may not be deleted until initialization because the bond may be reinstated throughout the entire pay period.

COMMAND: _____		NPPS				
NAO1233		BOND DEDUCTIONS - BOND				
SSN	PAYBLK	BOND#	FUNC	LAST NAME	FIRST NAME	I
100 00 0056	01	1_	D	JONES_____	ERICK__	L
STATUS:		BOND TO BE PURCHASED:		BOND DATE: 0000		
DENOMINATION: 100		REQ DED: __20.00		BALANCE: 10.00		
PURCHASE PRICE: 50.00		CUR DED: 0.00		REFUND: __0.00		
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)						
(1)	(2)	(3)	(4)	(5)		
1000000056	_____	_____	_____	_____		
POD 000000001	_____	_____	_____	_____		
(6)	(7)	(8)	(9)	(10)		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
-----						
TOTAL #BONDS: 2		TOT REQ DED: 45.00		**** ALL BOND # ASSIGNED ****		
TOTAL #OWNERS: 4		TOT CUR DED: 0.00		1 2		
TOTAL BALANCE: 10.00		TOTAL REFUND: 0.00				
-----						
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND						
PF1= HELP		PF2= OWNERS		PF3= PREV SCREEN		PF4= QNORM
PF5= MAIN MENU		PF9= QREG		PF12= END		

## Deleting a Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be deleted. Press **ENTER**. NPPS will display the current information for the bond.
2. Change the FUNC to **D**. Press **ENTER**.

COMMAND: _____		NPPS			
NAO9201		BOWN MULTIPLE MESSAGE DISPLAY			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
100 00 0056	01	R	JONES_____	ERICK_____	L
* PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD					
* NORMAL RECALCULATION HAS BEEN DONE					
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD		PF12= END			
PF4= QNORM		PF9= QREG			

### Deleting a Bond (Page 2)

- NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
    100 00 0056   01    1_    R      JONES_____ ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 0.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __10.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
    100000056      _____      _____      _____      _____
POD 000000001      _____      _____      _____      _____
      (6)          (7)          (8)          (9)          (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5=  MAIN MENU  PF9= QREG      PF12= END

```

### Deleting a Bond (Page 3)

- The Bond template displays the bond status as Delete. Any outstanding Balance has been converted to a Refund. In addition, Total Required Deductions has been reduced by the Required Deduction amount for the deleted bond.

Since you may reinstate the bond at any time during the current pay period, the Total Number of Owner/Co-owner Beneficiary combinations, the All Bond Number Assigned and the Total Number of Bonds fields are not updated until you initialize for the next pay period. Accordingly, you may not delete the corresponding owner/co-owner beneficiary combination for a fixed bond. In addition, you may not delete all the owner/co-owner beneficiary combinations for a rotating bond.

## Steps to Delete an Inactive Owner

In the following example, Mr. Jones decides to remove his third grandchild from the rotating bond. However, he wants every other aspect of the bond to remain the same.

COMMAND: _____		NPPS	
NAO1233		BOND DEDUCTIONS - BOND	
SSN	PAYBLK	BOND#	FUNC
100 00 0056	01	2_	R
		LAST NAME	FIRST NAME
		JONES_____	ERICK_____
STATUS:		BOND TO BE PURCHASED:	BOND DATE: 0000
DENOMINATION:	50	REQ DED:	25.00
PURCHASE PRICE:	25.00	CUR DED:	0.00
		REFUND:	0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)			
(1)	(2)	(3)	(4)
100000056	100000056	100000056	_____
OR 000000001	OR_ 100000200	OR_ 100000300	_____
(6)	(7)	(8)	(9)
_____	_____	_____	_____
_____	_____	_____	_____
-----			
TOTAL #BONDS:	2	TOT REQ DED:	25.00
TOTAL #OWNERS:	4	TOT CUR DED:	0.00
TOTAL BALANCE:	0.00	TOTAL REFUND:	0.00
-----			
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP		PF2= OWNERS	
PF5= MAIN MENU		PF9= QREG	
		PF12= END	

## Deleting an Inactive Owner (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be changed. Press **ENTER**. NPPS will display the current information for the bond.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
    100 00 0056   01    2_    C      JONES_____  ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION:   50      REQ DED: __25.00      BALANCE:   0.00
PURCHASE PRICE: 25.00      CUR DED:   0.00      REFUND:   __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
    1000000056      1000000056      _____  _____  _____
OR 0000000001  OR_ 1000000200  _____  _____  _____
      (6)          (7)          (8)          (9)          (10)
    _____  _____  _____  _____  _____
    _____  _____  _____  _____  _____
-----
TOTAL #BONDS:   2      TOT REQ DED:   25.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:   4      TOT CUR DED:   0.00      1 2
TOTAL BALANCE:  0.00      TOTAL REFUND:  0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF2= OWNERS      PF3= PREV SCREEN    PF4= QNORM
PF5= MAIN MENU      PF9= QREG        PF12= END

```

## Deleting an Inactive Owner (Page 2)

- Change the FUNC to **C**. Blank out the information for the owner/co-owner beneficiary combination you want to delete. You may delete all but one of the combinations for a rotating bond. You may not delete the only combination for a fixed bond. Press **ENTER**.

PF1= HELP            PF3= PREV SCREEN            PF5= MAIN MENU            PF7= BACKWARD  
PF8= FORWARD        PF12= END  
PF4= QNORM           PF9= QREG

## Deleting an Inactive Owner (Page 3)

3. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** in order to view the Bond template.



```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056   01    2_    R      JONES_____ ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 50      REQ DED: __25.00      BALANCE: 0.00
PURCHASE PRICE: 25.00      CUR DED: 0.00      REFUND: __0.00
      OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      1000000056      1000000056      _____      _____      _____
      OR 000000001  OR_ 100000200  _____      _____      _____
      (6)          (7)          (8)          (9)          (10)
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP          PF2= OWNERS      PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU     PF9= QREG        PF12= END

```

### Deleting an Inactive Owner (Page 4)

- The Bond template displays the changed bond. You may press **PF2** in order to view the Bond Owner template.

```

COMMAND: _____ NPPS
NAO1233B BOND OWNERS - BOWN

-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: D
OWNER NAME: ERICK JONES_____
ADDRESS: 1000 SEA HAWK LANE_____
CITY: WEBSTER_____ STATE: TX_ ZIP: 77598 - ____

CO-OWNER/BEN CODE: OR
NAME: JANE JONES_____ I.D.: 100 00 0300

-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0200
100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0300
-----

FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF7= BACKWARD PF8= FORWARD PF12= END

```

### Deleting an Inactive Owner (Page 5)

5. NPPS displays the Bond Owner template. Since the owner is no longer associated with the bond number, press **PF9** to scroll all owner/co-owner combinations for the employee. Press **PF8** to navigate to the combination to be deleted. Enter a FUNC of **D**. Press **ENTER**.

```

* OWNER 56 / OR / 300 DELETED
COMMAND: _____ NPPS
NAO1233B _____ BOND OWNERS - BOWN
-----

EMPLOYEE SSN: 100 00 0056      NAME: JONES      ERICK      L
BOND OWNER SSN: 100 00 0056      FUNC: R
OWNER NAME: ERICK JONES_____
ADDRESS: 1000 SEA HAWK LANE_____
CITY: WEBSTER_____ STATE: TX_ ZIP: 77598 - ____

CO-OWNER/BEN CODE: OR
NAME: JANE JONES_____ I.D.: 100 00 0300
-----

OWNER SSN  CODE  CO BEN I.D.      OWNER SSN  CODE  CO BEN I.D.
100-00-0056  POD   000-00-0001      100-00-0056  OR    100-00-0200
100-00-0056  OR    100-00-0100
100-00-0056  OR    100-00-0300
-----

FUNCTION:  A= ADD      C= CHANGE  D= DELETE  R= RETRIEVE  S= SUSPEND
PF1= HELP  PF3= PREV SCREEN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

### Deleting an Inactive Owner (Page 6)

6. NPPS displays the message, OWNER ## / OR / DELETED. Press **ENTER** to complete the update.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056    01    2_    R      JONES_____ ERICK____  L
      STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000
DENOMINATION: 50      REQ DED: __25.00      BALANCE: 0.00
PURCHASE PRICE: 25.00      CUR DED: 0.00      REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
      1000000056      1000000056      _____      _____      _____
OR 0000000001 OR_ 1000000200      _____      _____      _____
      (6)      (7)      (8)      (9)      (10)
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 3      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5= MAIN MENU  PF9= QREG      PF12= END

```

### Deleting an Inactive Owner (Page 7)

- The Bond template displays the changed bond. NPPS has updated the Total Number Owner/Co-owner Beneficiary field according to the number of combinations you have deleted.

#### 3.5.1.1.4 NEBA Life Insurance

COMMAND: _____		NPPS				
NAO1234		NEBA LIFE AND TRAVEL INSURANCE - NEBA				
-----						
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I	
____	____	____	_____	_____	____	
BASIC: _	SPOUSE: _	OPTIONAL UNITS: _	SMOKER: _	CHAPTER: _		
(Y OR BLANK)	(Y OR BLANK)	(1-6 OR BLANK)	(Y OR BLANK)	(1 OR BLANK)		
TRAVEL COVERAGE						
PLAN : _	(1-4 OR BLANK)					
\$25,000 _	\$50,000 _	\$100,000 _				
SPOUSE: _	(Y OR BLANK)					
BIRTH DATE: _____						
-----						
FUNCTION: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND						
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU PF9= QREG PF12= END						

### NEBA Life and Travel Insurance (NEBA)

#### Description and Execution

The NEBA Life Insurance (NEBA) template is used to set up and maintain employee information which identifies the NEBA basic, optional, spousal, and NEBA travel accident insurance selections. Given an employee's birth date, NPPS computes the employee's age for use in the computation of the NEBA life insurance biweekly deduction. NPPS computes the employee's age class on the basis of date of birth. The NEBA table computes the deduction on the basis of age class, salary class, units, and smoker code for optional insurance. Basic coverage must be selected if spouse or optional coverage is selected. The NEBATRV table computes the biweekly deduction for NEBA travel accident insurance based on the plan, insurance amount, and spouse enrollment. The NEBA travel deduction is not reported separately. It is part of the total NEBA deduction. NEBA fields will be set to null during pay initialization of the pay period in which the employee terminates. NPPS provides the capability to report deductions to two different NEBA chapters. A blank in the Chapter field will report the default name and address from the TINSTALL table. A "1" will use the alternate chapter name and address.

#### Steps to Reach NEBA Life Insurance

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.

3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **4** - NEBA Life Insurance.

### 3.5.1.1.5 Military Deposit Deductions

COMMAND: _____		NPPS	
NA01235		MILITARY DEPOSIT DEDUCTIONS - MIL	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
TOTAL REQUIRED:		_____0.00	REQUESTED W/H: _____0.00
INTEREST ACCRUAL DATE:		_____	ENTER X TO CANCEL
INTEREST ACCRUED YTD:		0.00	DEDUCTION YTD: 0.00
INTEREST ACCRUED CUM:		0.00	DEDUCTION CUM: 0.00
CASH PAYMENT:		_____0.00	TRANSFERRED IN: 0.00
			TRANSFERRED OUT: 0.00
			BALANCE DUE: 0.00
SCD LEAVE:		RETIREMENT PLAN:	
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU			
PF9= QREG PF12= END			

## Military Deposit Deductions (MIL)

### Description and Execution

The Military Deposit Deductions (MIL) template is used to set up and maintain employee information for the biweekly military deposit deduction amount, total initial deposit amount required, and a cash payment amount. NPPS provides an Interest Accrued Date based on the employee's Federal Service Computation date.

### Steps to Reach Military Deposit Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **5** - Military Deposit Deductions.

NPPS automatically calculates the compounded retroactive interest when you enter the Interest Accrual Date and the Total Required Amount. However, subsequent changes in the Interest Accrual Date may produce erroneous recomputation of the interest due if the date change involves more than the current year.

### 3.5.1.1.6 Miscellaneous Voluntary Deductions

COMMAND: _____		NPPS	
NAO1236		MISCELLANEOUS VOLUNTARY DEDUCTIONS - MISC	
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
CFC CODE: _____		UNION CODE (99=SEA): _____	
CFC DEDUCTION AMT: _____		UNION DUES DED AMT: _____	
MISC DEDUCTION AMT: _____		UNION DUES TABLE AMT: _____	
ADV PAY REQUESTED W/H: _____		ADV PAY DED YTD: _____	
ADV PAY TOT REQUIRED: _____		ADV PAY DED CUM: _____	
		ADV PAY BALANCE DUE: _____	
SCD LEAVE: _____		UNION BARGAINING UNIT STATUS: _____	
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU			
PF9= QREG PF12= END			

## Miscellaneous Voluntary Deductions (MISC)

### Description and Execution

The Miscellaneous Voluntary Deductions (MISC) template is used to set up and maintain CFC deductions and to identify the receiving organization. This template is also used to set up and maintain employee union dues requiring biweekly deductions and to identify the union. The Misc Deduction Amt field is used only when a specific deduction has not been identified and provided in NPPS. The Advance Pay deductions are used to collect an advance made to individual employees and to display the remaining balance due.

### Steps to Reach Miscellaneous Voluntary Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **6** - Miscellaneous Voluntary Deductions.

### Description of Data Processing Results and Output

Entering a valid union code (contained in the Union table) and no deduction amount results in a computation of the deduction based on the standard



deduction parameters found in the Union table. To override this computed amount, enter a value in the union dues deduction amount field.

### 3.5.1.1.7 Thrift Savings Plan Deductions

COMMAND: _____		NPPS			
NAO1237		THRIFT SAVINGS PLAN - TSP			
-----					
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	____	_____	_____	____
DEDUCTION		DISTRIBUTION RATE			
TSP PCT:	_____	G FUND	F FUND	C FUND	
OR TSP AMT:	_____	_____	_____	_____	
CURRENT PP TOTAL	G FUND	F FUND	C FUND	TOTAL	YEAR-TO-DATE
EMP DED:					
GOV BASIC:					
GOV MATCH:					
TOTAL:					
TSP STATUS:	RET CD:	VEST:	SEP CD:	SEP FLAG:	____
STAT DATE:		TSP SCD:	SEP DATE:		
-----					
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU PF9=QREG PF12=END_					

## Thrift Savings Plan (TSP)

### Description and Execution

The Thrift Savings Plan (TSP) template is used to set up and maintain the rate of the employee deduction or the deduction amount selected by the employee and to distribute the deduction to one or all of the three investment funds: Government Securities Investment Fund, Fixed Income Index Investment Fund, and Common Stock Index Fund.

### Steps to Reach Thrift Savings Plan

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **7** - Thrift Savings Plan.

### 3.5.1.1.7 Federal and State Taxes

COMMAND: _____		NPPS			
NA01241		FEDERAL AND STATE TAXES - FTAX			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
*** FEDERAL TAXES ***					
MARITAL STATUS (M,S): _		EXEMPTIONS: _		ADDITIONAL AMT: _	
EIC MARITAL CODE: _				EXEMPT FROM W/H: _	
(1=EMPLOYEE ONLY, 2=EMPLOYEE AND SPOUSE)				(E OR BLANK)	
*** STATE TAXES ***					
STATE CODE: _		MARITAL STATUS (M,S,H): _		EXEMPTIONS: _	
ADD EXEMPTS: _		FILING STATUS (DC=J,S, ): _		ALTERNATE %: _	
ALTERNATE AMT: _		(CT=A,B,C,D)		WORKING SPOUSE (Y, ): _	
ADDITIONAL AMT: _		DEPENDENT OF ANOTHER (Y, ): _		EXEMPT FROM W/H(E, ): _	
FILING STATUS (FOR DC) - J=JOINTLY, S=SEPARATELY; ALT AMT (MS ONLY)					
ALT % (AZ & MD ONLY); DEPENDENT OF ANOTHER (AL ONLY); WORKING SPOUSE (MS ONLY)					
-----					
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU					
PF9= QREG PF12= END					

## Federal and State Taxes (FTAX)

### Description and Execution

The Federal and State Taxes (FTAX) template is used to set up and maintain the employee information required to compute the biweekly deductions for federal and state tax withholdings. The state tax deduction amount is a table-determined amount based on the information entered by the clerk. However, the following states need additional information in order to compute the state tax.

Alabama - If the employee is being claimed as a dependent by someone else, the Dependent of Another field should contain a "Y."

Arizona - The percent elected by the employee to be withheld should be entered in the Alternate % field.

Connecticut - The Filing Status should be either "A," "B," "C," or "D." If the employee has specified a reduced withholding amount, that amount should be entered in the Additional Amt field as a negative value.

District of Colombia - The Filing Status should be either "J" or "S" if the Martial Status field is "M."

Maryland - The Alternate % field should be used to indicate the appropriate tax table based on the percent of local income tax included.

Mississippi - The Exemptions field should be used to specify the number of dependents claimed by the employee. The Add Exempts should be used to specify the number of exemptions claimed for age and blindness. The Alternate Amt field should be used to indicate the amount of the personal exemption claimed by the employee. The Working Spouse field should contain a "Y" if the employee's spouse is also employed.

#### Steps to Reach Federal and State Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **8** - Federal and State Taxes.

## City and County Taxes (CTAX)

The City and County Taxes (CTAX) template is used to set up and maintain the employee information required to compute biweekly deductions for city and county tax withholdings (as appropriate). The tax deduction amount is a table-determined amount based on code plus any additional amount input by the clerk, or by the alternate amount or alternate percent input by the clerk. The Additional Exemption field is only used in those states requiring this information. County taxes are currently not used in NPPS.

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **9** - City and County Taxes.

### 3.5.1.1.9 Bankruptcy Payments

COMMAND: _____		NPPS			
NAO1251		BANKRUPTCY PAYMENTS - BANKRUPT			
-----					
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	____	_____	_____	____
*** BANKRUPTCY PAYMENTS ***					
CURRENT DED: _____					
REQUESTED DED: _____ TOTAL TO BE DED: _____ DED CUM: _____					
PAYEE NAME: _____					
ADDRESS: _____					
CITY: _____ STATE: ____ ZIP: _____ - _____					
REMARKS: _____ ENTER X TO CANCEL: _					
-----					
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU					
PF9= QREG PF12= END					

## Bankruptcy Payments (BANKRUPT)

### Description and Execution

The Bankruptcy Payments (BANKRUPT) template is used to set up and maintain the biweekly deduction amount for court-ordered bankruptcy deductions as well as the total payment amount. Bankruptcy deductions cease automatically when the Ded Cum field equals the Total To Be Ded field, or when "X" is entered in the Enter X To Cancel field. A check is automatically sent to the payee entered on the template. The Remarks field may contain up to twelve characters and can be used to enter additional payment information pertaining to such items as court case or account number.

### Steps to Reach Bankruptcy Payments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **10** - Bankruptcy Payments.

### 3.5.1.1.10 Indebtedness to US

COMMAND: _____		NPPS				
NAO1252		INDEBTEDNESS TO U.S. - INDEBT				
-----						
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I	
____	____	____	_____	_____	____	
*** INDEBTEDNESS TO U.S. ***						
TOTAL PP DEDUCTION:			EMPLOYEE PAYMENT COUNT: 0 OF 0			
CURR DED:						
REQUESTED DED: _____		TOTAL TO BE DED: _____		DED CUM: _____		
PAYEE NAME: _____						
ADDRESS: _____						
CITY: _____		STATE: ____	ZIP: _____	- ____		
REMARKS: _____				ENTER X TO CANCEL: _		
-----						
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND						
PF1= HELP		PF3= PREV SCREEN		PF4= QNORM		PF5= MAIN MENU
PF7= BACKWARD		PF8= FORWARD		PF9= QREG		PF12= END

## Indebtedness to US (INDEBT)

### Description and Execution

The Indebtedness to US (INDEBT) template is used to set up and maintain the biweekly deduction amount and the total indebtedness amount for as many as five deductions to repay indebtedness to the US Government. An Indebtedness to US deduction ceases automatically when the Ded Cum field equals the Total To Be Ded field, or when "X" is entered in the Enter X To Cancel field.

### Steps to Reach Indebtedness to US

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **11** - Indebtedness to US.

To retrieve, add, change, or cancel a second through fifth deduction, use the Backward and Forward PF keys to move from one deduction screen to another. Each of the five Indebtedness to US screens represents an individual deduction. The Employee Payment Count field indicates the number of Indebtedness to US deductions currently taken from the employee's salary.

### 3.5.1.1.11 Child Support Payments

COMMAND: _____		NPPS				
NAO1253		CHILD SUPPORT PAYMENTS - CHILDSP				
-----						
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I	
____	____	____	_____	_____	____	
*** CHILD SUPPORT PAYMENTS ***						
TOTAL PP DEDUCTION:			EMPLOYEE PAYMENT COUNT: 0 OF 0			
DATE LIMIT: _____		CURR DED: _____				
REQUESTED DED: _____		TOTAL TO BE DED: _____		DED CUM: _____		
PAYEE NAME: _____						
ADDRESS: _____						
CITY: _____		STATE: ____	ZIP: _____	- _____		
REMARKS: _____				ENTER X TO CANCEL: _		
-----						
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND						
PF1= HELP		PF3= PREV SCREEN	PF4= QNORM	PF5= MAIN MENU		
PF7= BACKWARD		PF8= FORWARD	PF9= QREG	PF12= END		

## Child Support Payments (CHILDSP)

### Description and Execution

The Child Support Payments (CHILDSP) template is used to set up and maintain the biweekly deduction amount for three child support deductions, total deduction amounts, and expiration dates. A Child Support Deduction ceases automatically when the Ded Cum field equals Total To Be Ded field, the Date Limit field is reached during a pay period, or when "X" is entered in the Enter X To Cancel field. A check is automatically sent to the payee listed on the template. The Remarks field can contain up to twelve characters and can be used to enter additional information such as the court case, account number, or other required data pertaining to the payment. The Employee Payment Count field indicates the number of Child Support Payments currently being deducted, up to a maximum of three payments.

### Steps to Reach Child Support Payments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **12** - Child Support Payments.

Steps to Retrieve, Add, Change, or Cancel a Second or Third Child Support Payment

Enter the employee's SSN and press **ENTER**. Then press **PF8** to view the next Child Support Payments screen. Fill in or change this screen as desired.

Each of the three Child Support Payments screens represents an individual deduction.



### 3.5.1.1.12 Commercial Garnishments

COMMAND: _____		NPPS			
NAO1254		COMMERCIAL GARNISHMENTS - GARNISH			
-----					
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	R	_____	_____	-
*** COMMERCIAL GARNISHMENTS ***					
TOTAL PP DEDUCTION:			EMPLOYEE PAYMENT COUNT: 1 OF 0		
CURR DED:					
REQUESTED DED: _____		TOTAL TO BE DED: _____		DED CUM: _____	
PAYEE NAME: _____					
ADDRESS: _____					
CITY: _____		STATE: ____	ZIP: ____ - ____		
REMARKS: _____				ENTER X TO CANCEL: _	
-----					
FUNCTIONS:		C= CHANGE	N= NAME SEARCH	R= RETRIEVE	S= SUSPEND
PF1= HELP		PF3= PREV SCREEN	PF4= QNORM	PF5= MAIN MENU	
PF7= BACKWARD		PF8= FORWARD	PF9= QREG	PF12= END	

## Commercial Garnishments (GARNISH)

### Description and Execution

The Commercial Garnishments template is used to set up and maintain the biweekly deduction amount and total commercial debts amount for as many as 9 deductions to repay commercial debts to creditors. A Commercial Garnishments ceases automatically when the Ded Cum field equals the Total To Be Ded field, or when "X" is entered in the Enter X to Cancel field. The remarks field can contain up to twelve characters and can be used to enter additional information.

### Steps to Reach Commercial Garnishments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **13** - Commercial Garnishments.

To retrieve, add, change, or cancel a second through ninth deduction, use the Backward and Forward PF keys to move from one deduction screen to another. Each of the nine Commercial Garnishments screens represents an individual deduction. The Employee Payment Count field indicates the number of

Commercial Garnishments deductions, currently taken from the employee's salary.

### **3.5.1.2 Adjustments**

NPPS provides the capability to adjust current pay period earnings, accumulations of earnings, accumulation of deductions, accumulation of hours worked, and leave balances.

**Current Pay Period Earnings Adjustments** - Identifies the prior pay period date to be associated with the earnings adjustments. NPPS also provides the capability to apply the adjustment amount to the corresponding accumulation data field. Computed earnings amounts are maintained separately from the adjustment amounts. Following are the current pay period earnings adjustments.

- Earnings and Refunds Adjustments
- Cost of Living Allowance (COLA) and Foreign Differential
- Current TSP Adjustments
- Employee Insurance Adjustments
- Other Deductions Adjustments
- Lump Sum Leave/Reactivations
- Permanent Change of Station (PCS) Travel Adjustment Biweekly (B/W)

**Accumulations Adjustments** - Automatically increments accumulations of earning and deductions, paid and unpaid leave accumulations, work hour accumulations, and accumulations associated with limited appointments. Following are the accumulations adjustments.

- Annual Leave
- Compensatory Time
- Religious Compensatory Time
- Credit Hours
- Leave Without Pay Hours
- Restored Leave
- Sick Leave

- Continuation of Pay Leave
- Donated Annual Leave
- Home Leave
- Other Leave Used YTD
- Time Off Awards
- Extended Compensatory Time
- Former State Taxes
- Former City Tax
- YTD Earnings and Premium Hours Worked
- YTD Leave Cost
- YTD Deductions
- YTD Retirement Adjustments
- YTD Deductions TSP
- Appointment Limitations

### 3.5.1.1.13 Earnings and Refunds Adjustments

COMMAND: _____		NPPS	
NAO1211		EARNINGS AND REFUNDS ADJUSTMENTS - ADJ 1 OF 2	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
EARNINGS	HOURS	AMOUNT	REMARKS
ADJ BASIC:	_____	_____	_____
BASIC:	_____	_____	_____
LOCAL PAY:	_____	_____	_____
OVERTIME:	_____	_____	_____
HOL WRK:	_____	_____	_____
HAZARDOUS:	_____	_____	_____
SUN DIFF:	_____	_____	_____
NIGHT DIFF:	_____	_____	_____
*** HOURLY RATES ***			
ADJ BASIC:	OT:	ND:	SD:
WG SH 2:	WG SH 3:	HEAD AGENCY:	AVAIL:
LOC PAY:			
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD			
PF8= FORWARD PF9= QREG PF12= END			

### Earnings and Refunds Adjustments - ADJ (Page 1)

COMMAND: _____		NPPS	
NAO1211		EARNINGS AND REFUNDS ADJUSTMENTS - ADJ 2 OF 2	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
EARNINGS	HOURS	AMOUNT	REMARKS
FF/LE PREM:	_____	_____	_____
FORGN DIFF:	_____	_____	_____
EIC:	_____	_____	_____
COLA:	_____	_____	_____
SUPER DIFF:	_____	_____	_____
RET ALLOW:	_____	_____	_____
STAFF DIFF:	_____	_____	_____
AUO:	_____	_____	_____
AVAILABILITY PAY:	_____	_____	_____
HAZARDOUS TABLE CODE: _____			
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD			
PF8= FORWARD PF9= QREG PF12= END			

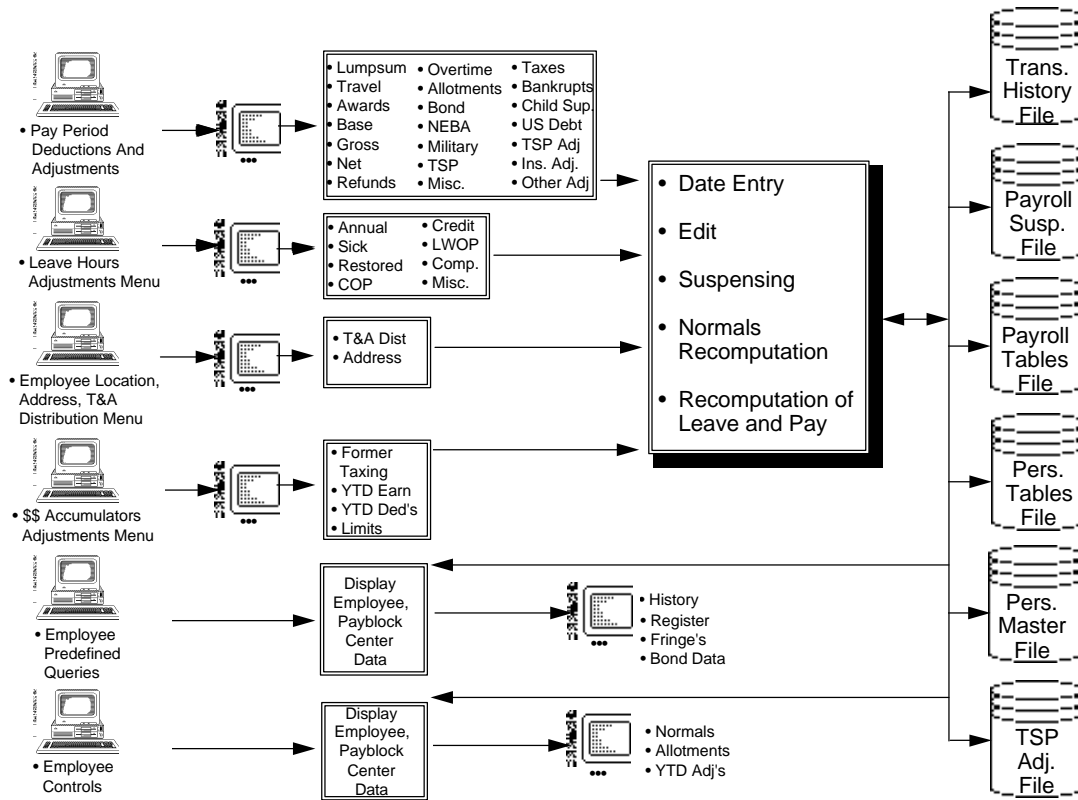
### Earnings and Refunds Adjustments - ADJ (Page 2)

## Description and Execution

The Earnings and Refunds Adjustments (ADJ) templates are used to adjust an employee's earnings due to that employee for one pay period. If hours are entered with no amount, the amount of the adjustment will be computed using the appropriate hourly rate. If the amount is already present and the hours are changed, the amount must be blanked out in order for the system to recompute the amount. The hours will not be recomputed based on a change in the amount. A Hazardous Rate Code must be entered if an employee is to receive hazardous pay.

### Steps to Reach Earnings and Refunds Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **14** - Earnings and Refunds Adjustments.



### 3.5.1.1.14 COLA and Foreign Differential

COMMAND: _____		NPPS	
NAO1213		COLA AND FOREIGN DIFFERENTIAL - COLA	
-----			
SSN	PAYBLK	FUNC	LAST NAME
____	____	R	____
COST OF LIVING ALLOWANCE		FOREIGN DIFFERENTIAL	
RATE	BIWEEKLY AMOUNT	RATE	
_____		_____	
-----			
FUNCTIONS:		C= CHANGE	N= NAME SEARCH
PF1= HELP	PF3= PREV SCREEN	PF4= QNORM	R= RETRIEVE
PF9= QREG	PF12= END		S= SUSPEND
			PF5= MAIN MENU

## COLA and Foreign Differential (COLA)

### Description and Execution

The COLA and Foreign Differential (COLA) template is used to display (or establish) and update an employee's COLA and Foreign Differential rate for each pay period.

### Steps to Reach COLA and Foreign Differential

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **15** - COLA and Foreign Differential.

### 3.5.1.1.15 Current TSP Adjustments

COMMAND: _____		NPPS			
NA01261		CURRENT TSP ADJUSTMENTS - TSPADJ			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
RETIRE PLAN: _____		TSP STATUS: _____		ADJUSTMENT TYPE: ____	
EFF PAY DATE: _____0		(11, 21, 41)			
G FUND	F FUND	C FUND	TOTAL	YEAR-TO-DATE	
EMP ADJ: _____0.00	_____0.00	_____0.00	0.00	EMP:	0.00
GB ADJ: _____0.00	_____0.00	_____0.00	0.00	GB:	0.00
GM ADJ: _____0.00	_____0.00	_____0.00	0.00	GM:	0.00
TOTAL:	0.00	0.00	0.00	0.00	
----- CURRENT PAY PERIOD ADJUSTMENT SUMMARY, TSP TYPE 21 OR 41 -----					
EMP ADJ:	0.00	0.00	0.00	0.00	
GB ADJ:	0.00	0.00	0.00	0.00	
GM ADJ:	0.00	0.00	0.00	0.00	
TOTAL:	0.00	0.00	0.00	0.00	
-----					
FUNC: A= ADD C= CHG D= DEL N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV PF5= MAIN PF7= UP PF8= DWN PF9= QREG PF12= END					

## Current TSP Adjustments (TSPADJ)

### Description and Execution

The Current TSP Adjustments (TSPADJ) template is used to make current period adjustments to an employee's TSP deduction and to create resubmissions of prior period TSP records that were rejected by the National Finance Center. Three adjustment types are allowed, corresponding to the three TSP record types, 11, 21, and 41.

The 11 adjustment is a positive adjustment that is used to deduct and submit amounts omitted in prior periods. A TSP record type 11 will be generated to include this adjustment amount added to the current period TSP deduction, if any. The EFF PAY DATE field will be automatically loaded for 11 adjustments with the current value of TSP Effdate found on the CTLPAY template. The amount of the 11 adjustment will reduce the employee's net pay.

The 21 adjustment is a negative adjustment used to refund deductions taken erroneously and submitted in prior periods. Up to 26 adjustments may be entered in the current period. Each adjustment must have a valid pay date for the current year in the EFF PAY DATE field. If supporting payroll history data is present for the prior pay period being adjusted, the 21 adjustment amount must not be greater than the TSP deduction plus TSP adjustment taken in the effective period. If history data is not present, no edit for this condition is done.



The 41 adjustment is a positive adjustment used to create TSP record type 41 records to resubmit previously rejected TSP record type 11s. Up to 26 adjustments may be entered in the current period. Each adjustment must have a valid pay date for the current year in the EFF PAY DATE field. Forty-one adjustments do not affect employee net pay.

Steps to Reach Current TSP Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **16** - Current TSP Adjustments.

### 3.5.1.1.16 Employee Insurance Adjustments

COMMAND: _____		NPPS	
NAO1262		EMPLOYEE INSURANCE ADJUSTMENTS - INSADJ 1 OF 2	
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
PLAN	FEHB	EMPLOYEE	GOVT
	CODE	AMOUNT	AMOUNT
CURRENT		_____	_____
PRIOR	_____	_____	_____
CASH			
COLLECT	_____	_____	_____
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END			

### Employee Insurance Adjustments - INSADJ (Page 1)

COMMAND: _____		NPPS	
NAO1262		EMPLOYEE INSURANCE ADJUSTMENTS - INSADJ 2 OF 2	
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	R	_____
REMARKS			
FEGLI GOVT CONT ADJUSTMENT: _____			
FEGLI BASIC LIFE ADJUSTMENT: _____			
FEGLI STAND OPTION A ADJUST: _____			
FEGLI STAND OPTION B ADJUST: _____			
FEGLI FAMILY ADJUSTMENT: _____			
FEGLI EMP DEDUCTION ADJUSTMENT:			
4-DAY RULE PERCENT:		BIRTH DATE:	
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END			

### Employee Insurance Adjustments - INSADJ (Page 2)

## **Description and Execution**

The Employee Insurance Adjustments (INSADJ) template is used to make adjustments to an employee's net pay for life insurance (FEGLI) and health benefits (FEHB). This template is also used to record FEHB cash collections for vouchering purposes.

### **Steps to Reach Employee Insurance Adjustments**

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **17** - Employee Insurance Adjustments.

## **Description of Data Processing Results and Output**

A positive adjustment on this template will result in a collection from the employee or an increase in the government contribution. A negative adjustment has the opposite result.

The T&A process updates the 4-Day Rule Percent field, which is used for only two events: the hire of a new employee or the termination of an employee. This value is for the current pay period only and is reset to a blank during the initialization process for the next pay period.

### 3.5.1.1.17 Other Deductions Adjustments

COMMAND: _____		NPPS	
NAO1263	EMPLOYEE RETIREMENT ADJUSTMENTS - OTHADJ		1 OF 3

---

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	____	____	____	____
RETIREMENT PLAN		EMPLOYEE	GOVERNMENT	REMARKS	
		AMOUNT	AMOUNT		
CURRENT PLAN:		_____	_____	_____	
FORMER PLAN:		_____	_____	_____	
FORMER PLAN CODE: ____					
CIVIL SERVICE CREDIT:		_____	_____	_____	
WAGES					
FICA					
ADJ:		_____	_____	_____	
HIT					
ADJ:		_____	_____	_____	
RETIREMENT PLAN CODE					

---

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ

PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END

### Other Deductions Adjustments - OTHADJ (Page 1)

COMMAND: _____		NPPS	
NAO1263	TAX WITHHOLDING ADJUSTMENTS - OTHADJ		2 OF 3

---

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	R	____	____	____
TAXING ENTITY		AMOUNT	REMARKS		
FEDERAL:		_____	_____		
CURRENT STATE:		_____	_____		
FORMER STATE:		_____	_____		
FORMER STATE CODE: ____					
CURRENT CITY:		_____	_____		
FORMER CITY:		_____	_____		
FORMER CITY CODE: ____					
CURRENT COUNTY:		_____	_____		

---

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ

PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END

### Other Deductions Adjustments - OTHADJ (Page 2)

COMMAND: _____		NPPS	
NA01263	OTHER ADJUSTMENTS - OTHADJ		3 OF 3
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
EMPLOYEE AMT		GOVT AMT	REMARKS
ADVANCE PAY DED: _____		_____	_____
BILL OF COLLECT: _____		_____	_____
CFC: _____		_____	_____
CSRS SALARY OFFSET: _____		_____	_____
FERS SALARY OFFSET: _____		_____	_____
TSP LOAN 1: _____		_____	_____
TSP LOAN 2: _____		_____	_____
UNION DUES: _____		_____	_____
RETIREMENT PLAN CODE: _____		ANNUITANT INDICATOR: _____	
SALARY OFFSET: _____		_____	
-----			
FUNCTIONS:	C= CHANGE	N= NAME SEARCH	R= RETRIEVE S= SUSPEND
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= QYTDADJ
PF7= BACKWARD	PF8= FORWARD	PF9= QREG	PF12= END

## Other Deductions Adjustments - OTHADJ (Page 3)

### Description and Execution

The Other Deductions Adjustments (OTHADJ) template is used to make adjustments to an employee's net pay for items listed on the screen.

### Steps to Reach Other Deductions Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **18** - Other Deductions Adjustments.

NPPS uses three screens to display the list of Other Deduction Adjustments. When you request this template, NPPS will always display the first screen. You may move forward by pressing **PF8** and backward by pressing **PF7**.

### Description of Data Processing Output and Results

A positive adjustment on this template will result in a collection from the employee or an increase in the government contribution. A negative adjustment has the opposite result.

### 3.5.1.1.18 Lump Sum Leave/Reactivations

COMMAND: _____		NPPS	
NAO1270		LUMP SUM LEAVE/REACTIVATIONS - LUMP	
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	R	_____
ENTER R TO REACTIVATE INACTIVE EMPLOYEE: _			
**** ADJUSTMENTS ****		**** CURRENT PAY PERIOD B/W ****	
LUMP SUM LEAVE HOURS 1:	_____	BASE EARNINGS:	
HOURLY RATE 1:	_____	GROSS EARNINGS:	
COMPUTED EARNINGS 1:		PAID FLSA:	
LUMP SUM LEAVE HOURS 2:	_____	NET EARNINGS:	
HOURLY RATE 2:	_____	STAT CUTBACK:	
COMPUTED EARNINGS 2:		CURRENT EIC PYMT:	
ENTER Y TO DEDUCT 28% FED TAX: _			
PRIOR PERIOD ADJ: _____		RESTORED HOURS: _____	
SEPARATION DATE: _____		NOAC: _____	DUTY STATUS: _
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= QREG			
PF12= END			

## Lump Sum Leave/Reactivations (LUMP)

### Description and Execution

The Lump Sum Leave/Reactivations (LUMP) template is used to change an employee's status to reactivated or to establish and change lump sum leave adjustments. The Lump Sum Leave hourly rates are determined and input by the pay clerk. NPPS will then compute the correct amount of pay. If a "Y" is entered to deduct 28 percent federal tax on the lump sum leave payment, the federal tax on regular pay is computed using the tax table and the 28 percent on the lump sum is added. Otherwise, the tax table and the employee's W-4 will be used to compute the tax withholding amounts for the lump sum amount along with the regular gross earnings. Use of the Prior Period Adj function will result in pay for the employee. Reactivation is for the current pay period only and is required to pay lump sum earnings for an employee terminated in a prior period (Duty Status = "Z" and Reactivation Indicator = 3). A reactivated employee's net pay will be computed when the employee's lump sum leave transaction is entered. Lump sum pay for an employee terminating in the current pay period (Duty Status = "Z" and Reactivation Indicator = 0) will be computed when the employee's T&A transaction is entered. If the terminating employee's termination date is prior to the current pay period, the lump sum pay will be computed when the transaction is entered.

Steps to Reach Lump Sum Leave/Reactivations

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **19** - Lump Sum Leave/Reactivations.

### 3.5.1.1.19 PCS Travel Adjustment B/W

COMMAND: _____		NPPS	
NAO1280		PCS TRAVEL ADJUSTMENT B/W - PCS	
-----			
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	R	_____
FIRST NAME		I	
_____		_____	
-----			
PCS EARNINGS NOT-SUBJ-TAX:		_____	
PCS SUBJ-FED-TAX:		_____	
PCS SUBJ-STATE-TAX:		_____	
PCS SUBJ-CITY-TAX:		_____	
PCS SUBJ-COUNTY-TAX:		_____	
PCS HIT EARNINGS:		_____	
PCS FICA EARNINGS:		_____	
PCS FEDERAL TAX WH:		_____	
PCS HIT WH:		_____	
PCS FICA WH:		_____	
PCS STATE TAX WH:		_____	
PCS CITY TAX WH:		_____	
PCS COUNTY TAX WH:		_____	
-----			
FUNCTIONS:		C= CHANGE	N= NAME SEARCH
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU
		R= RETRIEVE	S= SUSPEND
		PF12= END	

## PCS Travel Adjustment B/W (PCS)

### Description and Execution

The PCS Travel Adjustment B/W (PCS) template is used to establish an employee's PCS travel amounts for the current pay period. The corresponding accumulation will be automatically updated.

### Steps to Reach PCS Travel Adjustment B/W

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **20** - PCS Travel Adjustment B/W.



### 3.5.1.1.20 Annual Leave

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1310 ANNUAL LEAVE - AL
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -
      R
PRIOR YEAR CARRY-OVER: _____ PRIOR PP DATE: _____ CEILING: _____
ACCRUED YTD: _____ DISALLOW ADVANCE LEAVE: _____
USED YTD: _____ (ENTER Y IF EMPLOYEE SHOULD NOT
RIC YTD: _____ RECEIVE ADVANCE ANNUAL LEAVE)
RESTRICTED CURR BAL: _____ YTD ACCRUAL WHILE SES: _____
LEAVE DONATED YTD: _____
DONATED RETURNED YTD: _____ (TOTAL PROJ) (DONATED BAL) (TOTAL AL)
ACCR AVAILABLE: _____ + + =
PT HOURS CARRY-OVER: _____
DATE LAST CHANGED: _____ AL LEAVE CATEGORY: _____ HRS ACCRUAL PER HRS
***** CURRENT PAY PERIOD *****
EARNED: DONAT RETURN: USED: PROJ USED:
RIC: EARNED RESTRICTED: DONATED USED:
-----
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

## Annual Leave (AL)

### Description and Execution

The Annual Leave (AL) template is used to display and update an employee's annual leave YTD information. A "Y" in the Disallow Advance Leave field allows an employee to use only earned annual leave and not the advanced annual leave. During the personnel mature process, this field will be set to "Y" when Duty Status changes from any value to "Y." While an employee is in transferred leave status, (Total Proj) will show a zero value. The balance shown in the Restricted Curr Bal field will become zero the pay period after the cancellation of the medical emergency and the (Total Proj) field will assume its normal value. The YTD Accrual While SES field accumulates annual leave earned after the SES appointment during the same leave year the appointment was made. This allows NPPS to determine the annual leave balance subject to the annual leave ceiling at year-end.

### Steps to Reach Annual Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.

4. At the Master Selection MER Menu, select **21** - Annual Leave.

### 3.5.1.1.21 Compensatory Time

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1320 _____ COMPENSATORY TIME - CT
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      _____ R      _____
PRIOR PP DATE: _____
               ***** COMPENSATORY HOURS ***** PYCO BALANCE
               EARNED    USED    FORFEITED    PAID    CUT    _____
PRIMARY CUR HOURS:
EXTENDED CUR HRS:
PRIMARY YTD HOURS: _____
EXTENDED YTD HRS: _____
      PERIOD-1.1 PERIOD-1.2 PERIOD-1.3 PERIOD-1.4 PERIOD-1.5 PERIOD-1.6 PERIOD-1.7
      _____
RATE: _____
               PRIMARY CT BALANCE
               EXTENDED CT BALANCE
               TOTAL AVAILABLE CT
-----
FUNCTIONS:      A= ADD CHN      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1=  HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

## Compensatory Time (CT)

### Description and Execution

The Compensatory Time (CT) template is used to display and update an employee's compensatory time information. The system automatically places the compensatory time earned in the Period-1.1 field along with the employee's current overtime pay rate per hour. If these CT hours are not used, they will automatically be moved to the next Period "bucket," along with the associated pay rate, when each pay period is processed. After seven periods, if the employee is an FLSA employee, the hours will be paid to the employee at the associated rate of pay. If the employee is not an FLSA employee, the hours will be forfeited from Period-1.7 and a forfeited CT record will be written. This forfeited CT record may have the time permitted for use by an employee extended by changing the Extended Thru Date using the EXTCT and MASEXTCT templates.

Refer to the Description and Execution sections of the EXTCT and MASEXTCT templates.

The total primary CT balance available, a totaling of the seven CT period "buckets," is shown on the CT screen along with the total extended CT balance available from all of an employee's extended CT records. These two totals are then, in turn, totaled together at the bottom of the screen.

Steps to Reach Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **22** - Compensatory Time.

### 3.5.1.1.22 Religious Compensatory Time

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NA01330          RELIGIOUS COMPENSATORY TIME - RCT
-----

      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      _ _ _ _ _      R      _ _ _ _ _      _ _ _ _ _  _

PRIOR PP DATE: _____

                      **** COMPENSATORY HOURS ****
                      EARNED      USED      FORFEITED

CURRENT HOURS:
HOURS YTD:      _ _ _ _ _      _ _ _ _ _      _ _ _ _ _
BALANCE:

PERIOD-1.1 PERIOD-1.2 PERIOD-1.3 PERIOD-1.4 PERIOD-1.5 PERIOD-1.6 PERIOD-1.7
_ _ _ _ _      _ _ _ _ _      _ _ _ _ _      _ _ _ _ _      _ _ _ _ _      _ _ _ _ _      _ _ _ _ _

-----

FUNCTIONS:      A= ADD CHN      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

## Religious Compensatory Time (RCT)

### Description and Execution

The Religious Compensatory Time (RCT) template is used to display and update an employee's religious compensatory time information. The system automatically places the religious compensatory time earned in Period 1.1, and automatically moves one period each pay period unless it is used. After seven periods, the hours are lost. If religious compensatory time is taken before it is earned, the hours are placed in Period 1.1 with a negative sign. The hours will remain there until sufficient earned hours offset the negative balance to zero.

### Steps to Reach Religious Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **23** - Religious Compensatory Time.

### 3.5.1.1.23 Credit Hours

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1340 CREDIT HOURS - CREDIT
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -      -      -      -      -      -
      --      -      R      -      -      -      -

PRIOR PP DATE: _____

PYCO: _____
EARNED YTD: _____
USED YTD: _____
FORFEITED YTD: _____
BALANCE: _____

FLEXI TOUR (Y OR BLANK): _

***** CURRENT PAY PERIOD *****

EARNED:      USED:      FORFEITED:
-----
FUNCTIONS:    A= ADD CHN    C= CHANGE    N= NAME SEARCH    R= RETRIEVE
PF1= HELP    PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END

```

## Credit Hours (CREDIT)

### Description and Execution

The Credit Hours (CREDIT) template is used to display and update an employee's credit hour information. Credit hours are earned only by employees on Flexi Tour.

### Steps to Reach Credit Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **24** - Credit Hours.

### 3.5.1.1.24 Leave Without Pay Hours

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1350          LEAVE WITHOUT PAY HOURS - LWOP
-----

      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      _ _ _ _ _      _      _      _ _ _ _ _      _ _ _ _ _  -
                                R

PRIOR PP DATE: _____

                                LWOP USED YTD: _____
                                SCD HOURS:      _____
                                WIG HOURS:      _____
                                WIG EXCESS HOURS: _____
                                EIGHTY-HOUR ACCRUAL: _____
                                CURRENT PP LWOP:

                                NTE DATE:
                                GRADE:

                                PART TIME HOURS:
                                STEP:

-----
FUNCTIONS:      A= ADD CHN      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1=  HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF12= END

```

## Leave Without Pay Hours (LWOP)

### Description and Execution

The Leave Without Pay Hours (LWOP) template is used to display and update an employee's LWOP information.

#### Steps to Reach Leave Without Pay Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **25** - Leave Without Pay Hours.

### 3.5.1.1.25 Restored Leave

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1360 _____ RESTORED LEAVE - RESTLV
-----
      SSN      PAYBLK FUNC  LAST NAME      FIRST NAME  I  PRIOR PP DATE
      _____ R _____
***** RESTORED *****
ACCT EXPIRE  A  HOURS  B  HOURS  C  HOURS  CURR  YTD  CUM
1  _____ - _____ - _____ - _____ - _____
2  _____ - _____ - _____ - _____ - _____
3  _____ - _____ - _____ - _____ - _____
                                     TOTAL
PYCO RESTORED HRS: _____ RESTORED YTD: _____ BALANCE:
***** DONATED ***** ***** DONATED RETURNED *****
ACCT  EXPIRE      CURR      CUM      CURR      CUM
1  _____
2  _____
3  _____
                                     DONATED YTD: _____ DONATED RETD YTD: _____
-----
FUNCTIONS:      A= ADD CHN      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

## Restored Leave (RESTLV)

### Description and Execution

The Restored Leave (RESTLV) template is used to display and update an employee's restored leave information for up to three separate accounts. Each account can have up to three types of reasons for restoration of annual leave (e.g., illness or administrative error).

### Steps to Reach Restored Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **26** - Restored Leave.

The balance of the three accounts is computed as follows:  
Hours Restored - Cum Used - Cum Donated + Cum Returned.



### 3.5.1.1.26 Sick Leave

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1370 SICK LEAVE - SL
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -      -      -      -      -      -
      --      -      R      -      -      -      -

PRIOR PP DATE: _____ ADV TOTAL: _____ AVAILABLE FOR USE:
PYCO: _____ ADV USED CUM: _____
ACCRUED YTD: _____ ADV BALANCE: _____ ACCR AVAIL:
USED YTD: _____ ADV PYCO OWED: _____ ADV BALANCE:
RIC YTD: _____ ADV USED YTD: _____ ADV EXPIRED:
RESTRICTED BAL: _____ ADV REPAID YTD: _____
ACCR AVAIL: _____ ADV BAL OWED: _____ SICK LV BAL:
                           ADV DATE LIMIT: _____

PT HOURS CO: _____
***** CURRENT PAY PERIOD *****
EARNED: _____ USED: _____ RIC: _____ ADV USED:
ADV REPAID: _____ EARNED RESTRICTED:
-----
FUNCTIONS:      A= ADD CHN      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF12= END

```

## Sick Leave (SL)

### Description and Execution

The Sick Leave (SL) template is used to display and update an employee's sick leave information.

#### Steps to Reach Sick Leave

1. At the Main Menu, select **2** - Payroll
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **27** - Sick Leave.

### 3.5.1.1.27 Continuation of Pay Leave

COMMAND: _____		NPPS			
NA01380		CONTINUATION OF PAY LEAVE - COP			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
PRIOR PP DATE: _____					
DATE	HOURS	YTD	INJURY		
LIMIT	ALLOWED	USED	TO DATE	BALANCE	
INJURY 1:	_____	_____	_____	_____	
INJURY 2:	_____	_____	_____	_____	
INJURY 3:	_____	_____	_____	_____	
TOTALS:					
TOTAL COP LEAVE PAID YTD: _____			CURRENT B/W COP USED:		
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END					

## Continuation of Pay Leave (COP)

### Description and Execution

The Continuation of Pay Leave (COP) template is used to display and update an employee's Continuation of Pay (COP) information. Up to three injuries and associated information are allowed. The pay clerk must manually adjust the COP hours to the proper account on this template. The individual account fields are totaled for display only. A separate field, Total COP Leave Paid YTD, is provided for information and update since it is not updated from the individual account fields. The Total COP Leave Paid YTD should always be adjusted to equal the sum of the YTD used.

### Steps to Reach Continuation of Pay Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **28** - Continuation of Pay Leave.

### 3.5.1.1.28 Donated Annual Leave

COMMAND: _____		NPPS	
NAO1383		DONATED ANNUAL LEAVE - RECIPIEN	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
EFF DATE: _____	REASON: _____	ENDING DATE: _____	TERM DATE: _____
PRIOR PP DATE: _____	.....CUM COST.....		
***** REMARKS *****		DOLLARS	HRS
PYCO: _____	DIR: _____	_____	
RECEIVED YTD: _____	IND: _____	_____	
USED YTD: _____	_____		
RETURNED YTD: _____	_____		
BALANCE: _____	.. DONATED HOURS ..		
.....RESTRICTED.....		CURRENT	CUMULATIVE
: CURR EARNED	CURR BAL	TRANSFERED :	RECEIVED: _____
: ANNUAL:	_____	:	USED: _____
: SICK:	_____	:	RETURNED: _____
: PROJECTED AL:	_____	:	DONATED: _____
FUNCTIONS: A= ADD CHAIN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF2= MASDONOR PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

## Donated Annual Leave (RECIPIEN)

### Description and Execution

The Donated Annual Leave (RECIPIEN) template is used to display and update an employee's donated leave information. The leave hours are given by fellow employees to those in urgent need of additional leave hours.

This template is used to establish an employee's eligibility to use donated leave, to adjust accumulations, if necessary, and to cancel the eligibility. The Eff Date and Reason must be entered to establish eligibility. An employee may receive (using MASDONOR) donated leave when an effective date and reason code have been entered. Valid reason codes are E (employee related emergency) and F (family related emergency). An employee may use donated leave beginning the pay period inside which the effective date falls. The last pay period the employee may use donated leave is the pay period in which the Ending Date falls. The last pay period the employee may accept donated leave is the one in which the Term Date falls. During the time that the employee is eligible to use donated leave, advanced annual leave is not allowed. If the Reason Code = E, advanced sick leave will also be disallowed. The pay period accrual of annual leave will be restricted up to 40 hours for full-time employees and up to the employee's weekly scheduled tour of duty for part-time and uncommon tour employees. After 40 hours have been accumulated as restricted leave, additional accruals will be used to reduce any negative annual leave balance to zero. When the annual leave balance is greater than or equal to zero, additional accruals will be available for use and will be used before using

any available donated leave balance. If the Reason Code = E, these restrictions will also apply to sick leave. In the pay period after the eligibility for donated leave has been canceled, the restricted leave will be made available for use. The transfer of the restricted leave from restricted to available for use will be done during the pay period initialization process. Other donated leave processing, such as restricting the accruals, will be processed by the pay and leave computation process when the employee's T&A is entered. The Cum Cost fields are for data entry only. NPPS does not compute values for these fields. The recipient receives donations of annual leave and returns unused donated leave through the MASDONOR template.

#### Steps to Reach Donated Annual Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **29** - Donated Annual Leave.

### 3.5.1.1.29 Home Leave

COMMAND: _____		NPPS	
NAO1382		HOME LEAVE - HOMELV	
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	R	_____
PRIOR PP DATE: _____			
HOURS EARNED:		_____	
HOURS USED (CUM):		_____	
CURRENT BALANCE:		_____	
LAST LEAVE ACCRUAL DATE:		_____	
ACCRUAL RATE:		_____	
HOURS USED YTD:		_____	
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

## Home Leave (HOMELV)

### Description and Execution

The Home Leave (HOMELV) template is used to display and update an employee's home leave information. Home leave is earned when an employee's tour is outside the US.

### Steps to Reach Home Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **30** - Home Leave.

### 3.5.1.1.30 Other Leave Used YTD

COMMAND: _____		NPPS	
NAO1390		OTHER LEAVE USED YTD - OTHLV	
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	____
PRIOR PP DATE: _____			
** FYTD MILITARY LEAVE DAYS **		YTD ADMIN: _____	
PYCO: _____	CUR PP USED: _____	YTD AWOL: _____	
CUR FY: _____		YTD COURT: _____	
FYTD USED: _____		YTD EXCUSED: _____	
		YTD GRADUATE: _____	
		YTD HOLIDAY: _____	
BALANCE: _____		YTD JURY: _____	
		YTD MILITARY: _____	
		YTD SUSPENDED: _____	
CUR PP HRS USED: _____		YTD TIME OFF: _____	
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

## Other Leave Used YTD (OTHLV)

### Description and Execution

The Other Leave Used YTD (OTHLV) template is used to display and update an employee's other leave information. These leave hours are not found on the other named leave templates (e.g., jury and administrative leave). Since the control over military leave is in days and NPPS records military leave in hours used, the pay clerk must convert the military leave hours into days on this template. This manual control is necessary since non-duty weekend days may also be counted against the control total.

### Steps to Reach Other Leave Used YTD

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **31** - Other Leave Used YTD.

## Time Off Awards (TOA)

The Time Off Awards (TOA) template is used to retrieve and display the time off award and usage fields for an individual employee. The accumulators for time off used and forfeited may be modified.

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **32** - Time Off Awards.

### 3.5.1.1.32 Extended Compensatory Time

COMMAND: _____		NPPS	
NAO1321		EXTENDED COMPENSATORY TIME - EXTCT	
SSN	PAYBLK	EXTENDED THRU DATE	ORIGINAL FRFTD DTE
_____	_____	_____	_____
LAST NAME	FIRST NAME	I	
_____	_____	_____	
ST	EXTENDED.....	CUM	CUM
CD	YEARPP	EARN DTE	FRFTD
_____	_____	_____	_____
		RATE	HOURS
		_____	_____
		CURRENT	USED
		_____	_____
		FRFTD	BALANCE
		_____	_____

-----

FUNCTION: A= ADD    C= CHANGE    D= DELETE    N= NAME SEARCH    R= RETRIEVE

PF1= HELP    PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END

## Extended Compensatory Time (EXTCT)

### Description and Execution

The Extended Compensatory Time (EXTCT) template is used to display and change information contained in an employee's extended/forfeited CT records. A major purpose of EXTCT is to extend the time an employee is permitted to use compensatory time. When CT hours are forfeited, a record is written with a null Extended Thru Date. This null date, or a previously entered Extended Thru Date, may be extended by typing in a desired future date into this field. The YEARPP field will be calculated from this Extended Thru Date if both the Extended Thru Date and the YEARPP fields are present. If the Extended Thru Date is not present, and the YEARPP field is entered, the Extended Thru Date will be calculated from YEARPP. Updates via EXTCT will not be permitted if the employee has a "good" T&A status at the time the EXTCT update is attempted. Extended/forfeited CT records may be added, changed, or deleted with the use of EXTCT.

Access to an extended/forfeited CT record may be made by entering an employees SSN, the Extended Thru Date, and the Original Frftd Date into the EXTCT template fields. An easier access method is to go first to the MASEXTCT template which will display all records associated with an employee, and then select the record to be processed.



Steps to Reach Extended Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **33** - Extended Compensatory Time.

## Former State Taxes (FORMSTX)

The Former State Taxes (FORMSTX) template is used to change an employee's former state taxes. Former state tax information can be entered for up to three states. Initially, this information is created automatically when an employee changes state taxing entities.

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **34** - Former State Taxes.

### 3.5.1.1.34 Former City and County Taxes

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1420          FORMER CITY AND COUNTY TAXES - FORMCTX
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -      -      -      -      -      -
                        R
-----

*** YTD CITY ***

TAX      GROSS      TSP      TAXABLE      WH      PCS WH      PCS EARN      PCS EARNINGS
CODE     EARN      DED      EARNINGS    TAKEN    TAKEN    SUBJ WH    NOT SUBJ WH
-----
-----
-----
-----

PCS EARNING NOT SUBJ WH -- ONLY APPLIES TO YTD SALES

-----
FUNCTIONS:  A= ADD CHN   C= CHANGE   N= NAME SEARCH   R= RETRIEVE   S= SUSPEND
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU   PF12=  END

```

## Former City and County Taxes (FORMCTX)

### Description and Execution

The Former City and County Taxes (FORMCTX) template is used to change an employee's former city and county taxes. Initially, this information is created automatically when an employee changes city/county taxing entities.

#### Steps to Reach Former City and County Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **35** - Former City and County Taxes.

### 3.5.1.1.35 YTD Earnings and Premium Hours Worked

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  1 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME      I
      --      -
      R
AUO          BOND REFUND          COLA QTD
AUO ADJ          BOND ADJ          QTD ADJ
AVAIL PAY          CITY GROSS          CNTY GROSS
AVAIL ADJ          TAX ADJ          TAX ADJ
AWARD YTD          CITY GRS MTD          CNTY GRS MTD
YTD ADJ          MTD ADJ          MTD ADJ
AWARD NET          CITY GRS QTD          CNTY GRS QTD
NET ADJ          QTD ADJ          QTD ADJ
BASE TRS IN          COLA          EIC PYMNT
TR IN ADJ          COLA ADJ          EIC ADJ
BASE
BASE ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD      PF8= FORWARD    PF12= END

```

### YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 1)

```

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  2 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME      I
      --      -
FERS          FOREIGN DIFF          HIT QTD
FERS ADJ          FOR ADJ          QTD ADJ
FICA          GROSS          HOLIDAY
FICA ADJ          GROSS ADJ          HOL ADJ
FICA QTD          HAZARDOUS          HOLIDAY HRS
QTD ADJ          HAZ ADJ          HRS ADJ
FICA TRAN IN          HAZARDOUS HR          LOCAL PAY
TRS IN          HRS ADJ          LOC ADJ
FIREFIGHTER          HIT          LOCAL TRS IN
FIRE ADJ          HIT ADJ          TR IN ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD      PF8= FORWARD    PF12= END

```

### YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 2)

```

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  3 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      R
LUMP SUM LV      OVERTIME HR      PCS NS CNTY
SUM ADJ      HR ADJ      CNTY ADJ
NET ERNGS      PCS NS CITY      PCS CNTY
NET ADJ      CITY ADJ      YTD ADJ
NIGHT DIFF      PCS CITY      PCS CNTY QTD
NIGHT ADJ      YTD ADJ      QTD ADJ
NIGHT DI HR      PCS CITY QTD      PCS CNTY MTD
HR ADJ      QTD ADJ      MTD ADJ
OVERTIME      PCS CITY MTD      PCS FICA
OT ADJ      MTD ADJ      FICA ADJ
      PCS FICA QTD
      QTD ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD    PF12= END
  
```

### YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 3)

```

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  4 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
PCS HIT      PCS NS FED      ST GROSS QTD
HIT ADJ      FED ADJ      QTD ADJ
PCS HIT QTD      PCS FED      STAFF DIFF
QTD ADJ      YTD ADJ      STF ADJ
PCS NS STATE      PCS FED QTD      STATUTORY CT
ST ADJ      QTD ADJ      CT ADJ
PCS STATE      RETEN ALLOW      SUNDAY DIFF
YTD ADJ      ALLOW ADJ      SUNDAY ADJ
PCS ST QTD      STATE GROSS      SUN DIF HR
QTD ADJ      TAX ADJ      DIFF HR
PCS ST MTD      ST GROSS MTD
MTD ADJ      MTD ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD    PF12= END
  
```

### YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 4)

```

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  5 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
SUPER DIFF      TXBLE CI MTD      TXBLE STATE
DIFF ADJ      _____ MTD ADJ      _____ YTD ADJ      _____
TAXABLE      TXBLE CI QTD      TXBLE ST MTD
TAX ADJ      _____ QTD ADJ      _____ MTD ADJ      _____
TAXABLE MTD      TXBLE CNTY      TXBLE ST QTD
MTD ADJ      _____ YTD ADJ      _____ QTD ADJ      _____
TAXABLE QTD      TXBLE CT MTD
QTD ADJ      _____ MTD ADJ      _____
TXBLE CITY      TXBLE CT QTD
YTD ADJ      _____ QTD ADJ      _____
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD    PF12= END

```

## YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 5)

### Description and Execution

The YTD Earnings and Premium Hours Worked (YTDADJ1) template is used to change an employee's YTD, QTD, and month-to-date (MTD) earnings and premium hours worked information.

### Steps to Reach YTD Earnings and Premium Hours Worked

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **36** - YTD Earnings and Premium Hours Worked.

This template is composed of four screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

### 3.5.1.1.36 YTD Leave Cost

COMMAND: _____		NPPS	
NAO1432	YTD LEAVE COST - YTDLVCT	1 OF 2	

---

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
— — —		—	— — — — —	— — — — —	—
ADMINISTRATIVE LV:			GRADUATE LEAVE:		
ADMIN ADJ _____			GRAD ADJ _____		
ANNUAL LEAVE:			HOLIDAY LEAVE:		
ANN ADJ _____			HOLI ADJ _____		
COMP TIME:			HOME LEAVE:		
CT ADJ _____			HOME ADJ _____		
CREDIT:			JURY LEAVE:		
CRD ADJ _____			JURY ADJ _____		
EXCUSED LEAVE:			MILITARY LEAVE:		
EXCUSED ADJ _____			MIL ADJ _____		

---

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND  
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD  
PF8= FORWARD PF12= END

### YTD Leave Cost 1 (YTDLVCT)

COMMAND: _____		NPPS	
NAO1432	YTD LEAVE COST - YTDLVCT	2 OF 2	

---

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
— — —			— — — — —	— — — — —	
RELIG COMP TIME:			TRAUMATIC INJURY 1:		
RCT ADJ _____			INJ1 ADJ _____		
RESTORED LEAVE:			TRAUMATIC INJURY 2:		
REST ADJ _____			INJ2 ADJ _____		
SICK LEAVE:			TRAUMATIC INJURY 3:		
SICK ADJ _____			INJ3 ADJ _____		
TIME OFF AWARD:					
TIME OFF ADJ: _____					

---

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND  
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD  
PF8= FORWARD PF12= END

### YTD Leave Cost 2 (YTDLVCT)

## Description and Execution

The YTD Leave Cost (YTDLVCT) template is used to change an employee's YTD leave cost information.

### Steps to Reach YTD Leave Cost

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **37** - YTD Leave Cost.

This template is composed of two screens. You may move forward by pressing **PF8** or backward by pressing **PF7**.



### 3.5.1.1.37 YTD Deductions

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	
		1 OF 5	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
ADV PAY		CFC	CNTY TAX
ADV ADJ		CFC ADJ	TAX ADJ
ADV PAY CUM		CHILD SUP	CNTY TAX MTD
CUM ADJ		CHILD ADJ	MTD ADJ
BANKRUPTCY		COM GARNISH	CNTY TAX QTD
BANK ADJ		GARN ADJ	QTD ADJ
BANKRUPT CUM		CITY TAX	FED TAX
CUM ADJ		TAX ADJ	FED ADJ
BILL OF COLL		CITY TAX MTD	FED TAX QTD
BILL ADJ		MTD ADJ	QTD ADJ
BOND		CITY TAX QTD	
BOND ADJ		QTD ADJ	

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND  
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ  
 PF7= BACKWARD PF8= FORWARD PF12= END

### YTD Deductions 1 (YTDDED1)

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	
		2 OF 5	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
FEGLI GOVT		FEHB GOVT	HIT
GOVT ADJ		GOVT ADJ	HIT ADJ
FEGLI BASIC		FICA	HIT QTD
BASIC ADJ		FICA ADJ	QTD ADJ
FEGLI OPTA		FICA QTD	HIT GOVT
OPTA ADJ		QTD ADJ	GOVT ADJ
FEGLI OPTB		FICA GOVT	HIT GOVT QTD
OPTB ADJ		GOVT ADJ	QTD ADJ
FEGLI OPTC		FICA GOV QTD	
OPTC ADJ		QTD ADJ	
FEHB		FICA TRS	
FEHB ADJ		TRS ADJ	

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND  
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ  
 PF7= BACKWARD PF8= FORWARD PF12= END

### YTD Deductions 2 (YTDDED1)

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	3 OF 5
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	R	_____
INDEBT		NEBA BAS QTD	PCS CITY TAX
INDEBT ADJ		BAS QTD ADJ	CITY ADJ
MISC		NEBA OPT QTD	PCS CITY MTD
MISC ADJ		OPT QTD ADJ	MTD ADJ
NEBA BASIC		NEBA SP QTD	PCS CITY QTD
NEBA ADJ		SP QTD ADJ	QTD ADJ
NEBA OPTION		NEBA TOT QTD	PCS CNTY TAX
OPT ADJ		QTD TOT ADJ	CNTY ADJ
NEBA SPOUSE		NEBA TR	PCS CNTY MTD
SP YTD ADJ		TR ADJ	MTD ADJ
NEBA TOTAL		NEBA TRV QTD	PCS CNTY QTD
TOT ADJ		TR QTD ADJ	QTD ADJ
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ PF7= BACKWARD PF8= FORWARD PF12= END			

### YTD Deductions 3 (YTDDED1)

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	4 OF 5
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	R	_____
PCS ST TAX		PCS HIT	STATE TX QTD
ST ADJ		HIT ADJ	QTD ADJ
PCS ST MTD		PCS HIT QTD	STATE TX MTD
MTD ADJ		QTD ADJ	MTD ADJ
PCS ST QTD		PCS FICA	TSP LN CUM1
QTD ADJ		FICA ADJ	CUM1 ADJ
PCS FED TAX		PCS FICA QTD	TSP LN CUM2
FED ADJ		QTD ADJ	CUM2 ADJ
PCS F TX QTD		STATE TAX	TSP LN DED1
QTD ADJ		TAX ADJ	DED1 ADJ
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ PF7= BACKWARD PF8= FORWARD PF12= END			

### YTD Deductions 4 (YTDDED1)

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	
		5 OF 5	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	R	_____
TSP LN DED2			
DED2 ADJ	_____		
TSP TRS IN			
TSP ADJ	_____		
UNION DUES			
DUES ADJ	_____		
VOL ALLOT			
ALLOT ADJ	_____		

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= QYTDADJ
PF7= BACKWARD	PF8= FORWARD	PF12= END	

## YTD Deductions 5 (YTDDED1)

### Description and Execution

The YTD Deductions (YTDDED1) template is used to change an employee's YTD, QTD, and cumulative deductions information.

### Steps to Reach YTD Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **38** - YTD Deductions.

This template is composed of four screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

### 3.5.1.1.38 Retirement Adjustments

COMMAND: _____		NPPS	
NAO1443		RETIREMENT ADJUSTMENTS - RETIRADJ 1 OF 3	
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
CSRS PRIOR		CSRS TRAN IN	CSRS YTD
PRIOR ADJ	_____	TR IN ADJ	YTD ADJ
CSRS TRAN OUT		CSRS CUM	
TR OUT ADJ	_____	CUM ADJ	
CSRS MD PR		CSRS M TR IN	CSRS MIL YTD
MD ADJ	_____	TR IN ADJ	MIL YTD ADJ
CSRS M TR OUT		CSRS MD CUM	
TR OUT ADJ	_____	MD CUM ADJ	
CIV SR CRD PR		CIV SR TR IN	CIV SER YTD
CRD PR ADJ	_____	TR IN ADJ	YTD ADJ
CIV SR TR OUT		CIV SR C CUM	
TR OUT ADJ	_____	CD CUM ADJ	RETIRE CODE
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ			
PF7= BACKWARD PF8= FORWARD PF12= END			

### Retirement Adjustments - RETIRADJ (Page 1)

COMMAND: _____		NPPS	
NAO1443		RETIREMENT ADJUSTMENTS - RETIRADJ 2 OF 3	
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
RETIRE CODE			
CSRS GOVT			
GOVT ADJ	_____		
CSRS MD INTCM			
INTCM ADJ	_____		
CSRS MD INT			
INT ADJ	_____		
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ			
PF7= BACKWARD PF8= FORWARD PF12= END			

### Retirement Adjustments - RETIRADJ (Page 2)

COMMAND: _____		NPPS	
NAO1443	RETIREMENT ADJUSTMENTS - RETIRADJ		3 OF 3
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	R	_____
RETIRE CODE	ADJUST RETIRE CODE _____		
FERS PRIOR	FERS TRAN IN	FERS CODE K	_____
PRIOR ADJ	TR IN ADJ	FERS CODE L	_____
FERS TRAN OUT	FERS CUM	FERS CODE M	_____
TR OUT ADJ	CUM ADJ	FERS CODE N	_____
FERS MD PR	FERS M TR IN		
MD ADJ	TR IN ADJ	FERS YTD	_____
FERS M TR OUT	FERS MD CUM	YTD ADJ	_____
TR OUT ADJ	MD CUM ADJ	FERS MIL YTD	_____
FERS GOVT	FERS MD INT	MIL YTD ADJ	_____
GOVT ADJ	INT ADJ	FERS MD INTC	_____
		INTC ADJ	_____
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= QYTDADJ
PF7= BACKWARD	PF8= FORWARD	PF12= END	

## Retirement Adjustments - RETIRADJ (Page 3)

### Description and Execution

The Retirement Adjustments (RETIRADJ) template is used to adjust employee retirement accumulations.

### Steps to Reach Retirement Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **39** - YTD Retirement Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

The breakdown of the FERS retirement plan codes is provided for year-end reporting purposes for those cases when contributions to more than one FERS plan have been made in the same year. These fields may be updated directly, or they will be updated as a result of entering adjustments to the FERS YTD/CUM fields in correspondence with the ADJUST RETIRE CODE value. The breakdown accumulators are updated each pay period along with the FERS YTD and CUM accumulators.

### 3.5.1.1.39 YTD Deductions TSP

COMMAND: _____		NPPS	
NAO1442	YTD DEDUCTIONS, THRIFT SAVINGS PLAN - YTDTSP		1 OF 2
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	_____
EYTD CY G		YTD GB G	YTD GM G
G ADJ _____		G ADJ _____	G ADJ _____
EYTD CY F		YTD GB F	YTD GM F
F ADJ _____		F ADJ _____	F ADJ _____
EYTD CY C		YTD GB C	YTD GM C
C ADJ _____		C ADJ _____	C ADJ _____
EYTD CY		YTD GB	YTD GM
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD		PF8= FORWARD	PF12= END

### YTD Deductions, Thrift Savings Plan - YTDTSP (Page 1)

COMMAND: _____		NPPS	
NAO1442	YTD DEDUCTIONS, THRIFT SAVINGS PLAN - YTDTSP		2 OF 2
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	_____
CY DED MTD		CITY DED QTD	ST DED YTD
MTD ADJ _____		QTD ADJ _____	YTD ADJ _____
CY DED QTD		CNTY DED YTD	ST DED MTD
QTD ADJ _____		YTD ADJ _____	MTD ADJ _____
CITY DED YTD		CNTY DED MTD	ST DED QTD
YTD ADJ _____		MTD ADJ _____	QTD ADJ _____
CITY DED MTD		CNTY DED QTD	
MTD ADJ _____		QTD ADJ _____	
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD		PF8= FORWARD	PF12= END

### YTD Deductions, Thrift Savings Plan - YTDTSP (Page 2)

## Description and Execution

The YTD Deductions, Thrift Savings Plan (YTDTSP) template is used to establish and change an employee's YTD and cumulative TSP deductions information.

### Steps to Reach YTD Deductions TSP

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **40** - YTD Deductions TSP.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

### 3.5.1.1.40 Appointment Limitations

COMMAND: _____		NPPS			
NAO1450		APPOINTMENT LIMITATIONS - LIMIT			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
-----	-----	-----	-----	-----	-----
APPOINTMENT					
LIMIT		CUM USED	BALANCE		
-----		-----	-----		
DAYS:		-----			
DOLLARS:		-----			
HOURS:		-----			
DATE:		-----			
BIWEEKLY SEVERANCE PAY:					
POSITION CODE:			TENURE CODE:		
PAY PLAN:			WORK SCHEDULE:		
-----					
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU PF12= END	

## Appointment Limitations (LIMIT)

### Description and Execution

The Appointment Limitations (LIMIT) template is used to update an employee's accumulation of hours, dollars, or days during a limited appointment.

### Steps to Reach Appointment Limitations

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **41** - Appointment Limitations.



### 3.5.1.1.41 Transfer In Data

COMMAND: _____		NPPS	
NAO1444		TRANSFER IN DATA - TRANSIN	
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
BASE EARNINGS: TRANS IN _____			
FICA EARNINGS: TRANS IN _____			
FICA DED: TRANS IN _____			
TSP DED: TRANS IN _____			
LOCAL PAY: TRANS IN _____			
-----			
FUNCTIONS: C= CHANGE		N= NAME SEARCH	R= RETRIEVE S= SUSPEND
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU
PF6= QYTDADJ		PF12= END	

### Transfer in Data - TRANSIN

#### Description and Execution

The Transfer In Data (TRANSIN) template is used to establish and change an employee's prior employment base, FICA, HIT, and TSP earnings and deductions.

#### Steps to Reach Transfer in Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **42** - Transfer In Data.

### 3.5.1.2 Control Actions

NPPS provides various types of processing control actions: normals control, gross-to-net pay control, YTD control, allotments, bonds, and awards. In addition, NPPS provides the ability to display information about a single employee or group of employees.

**Normals Control** - Computes normal pay control for an individual employee, a single payblock, or the entire center. Each old vs. new normals control consists of an old normal amount from the previous pay period, a new normal amount computed automatically from any current pay period action affecting normal pay control elements, and a computed difference between the two. NPPS globally computes all old vs. new normals to provide a new baseline for the normal pay control.

In addition, a tour of duty normals is computed for part-time employees and only current normals are computed.

**Payroll Register Control** - Computes gross to net pay balancing control elements and maintains these control elements for an individual employee, a single payblock, or the entire center.

**Pay Period YTD Adjustments** - Calculates the YTD control elements from earnings and adjustments accumulations maintenance actions by computing the difference between the previous accumulations value and the new accumulations value.

**Savings Allotment Summary** - Computes allotment control total dollars for changes to voluntary allotments and TSP loan repayment allotments at the center level for changes made during the pay period.

**Bonds Control** - Summarizes bond enrollments and pay period bond processing.

**Awards Control** - Queries deduction amounts withheld from cash awards during the current pay period for a given employee.

**Queries** - Displays information about a single employee or group of employees. For example, you may display personnel information about a single employee, or list a group of new employees or terminated employees. The following queries are provided.

- Personnel Data
- New Employee List
- Terminated Employee List
- Pay Period History Query
- Pay Period History

### 3.5.1.2.1 Old Versus New Normals

```

* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1520 _____ OLD VERSUS NEW NORMALS - QNORM 1 OF 3
-----
PAY BLOCK: __ OR SSN: __ __ __ NAME: _____
-----
                                OLD          NEW          DIFFERENCE
GROSS PAY
  SUPER DIFF
  FOREIGN DIFF
  RETENTION ALLOW
  STAFF DIFF
  *AUO
  LOCAL PAY
CSRS
FICA
HEALTH INSURANCE TAX
FEDERAL WITHHOLDING TAX
STATE WITHHOLDING TAX
-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF9=  NAME SEARCH    PF12= END

```

### Old Versus New Normals - QNORM (Page 1)

```

COMMAND: _____ NPPS
NAO1520 _____ OLD VERSUS NEW NORMALS - QNORM 2 OF 3
-----
PAY BLOCK: __ OR SSN: __ __ __ NAME: _____
-----
                                OLD          NEW          DIFFERENCE
CITY WITHHOLDING TAX
CIVILIAN SERVICE CREDIT
COUNTY WITHHOLDING TAX
FGLI
FEHB
BOND DEDUCTION
CFC
UNION DUES
VOLUNTARY SAVINGS ALLOT
NEBA
FERS
ADVANCE PAY DED
-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF9=  NAME SEARCH    PF12= END

```

### Old Versus New Normals - QNORM (Page 2)

- \* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

COMMAND: _____		NPPS	
NAO1520	OLD VERSUS NEW NORMALS - QNORM		3 OF 3
-----			
PAY BLOCK: ____ OR SSN: ____		NAME: _____	
	OLD	NEW	DIFFERENCE
CSRS MILITARY DEPOSIT			
FERS MILITARY DEPOSIT			
TSP DEDUCTION			
TSP LOAN REPAYMENT ALLOT			
INDEBTEDNESS DUE U.S.			
BANKRUPTCY			
CHILD SUPPORT			
COMMERCIAL GARNISHMENTS			
COST OF LIVING ALLOWANCE			
NET PAY			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

### Old Versus New Normals - QNORM (Page 3)

#### Description and Execution

The Old Versus New Normals (QNORM) template is used to retrieve and display the old versus new normals pay. The normals are checked against the manual control maintained in the Payroll Office to make sure all pay changes were input. This information may be requested for an individual employee, single payblock, or the entire center.

#### Steps to Reach Old Versus New Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - Master Employee Record (MER).
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **44** - Old Versus New Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

#### Description of Data Processing and Output

To view the normals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the normals for a single payblock, enter only the payblock number and press

**ENTER.** To view the normals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

### 3.5.1.2.2 Tour of Duty Normals

```
* SPECIFY SSN

COMMAND: _____ NPPS
NAO1587          TOUR OF DUTY NORMALS - QPAY      1 OF 3
-----
SSN:  _ _ _ _    PAY BLOCK:

                                CURRENT NORMALS

PART TIME HOURS
GROSS PAY
  SUPER DIFF
  FOREIGN DIFF
  RETENTION ALLOW
  STAFF DIFF
  AUO
  LOCAL PAY
CSRS
FICA
HEALTH INSURANCE TAX
FEDERAL WITHHOLDING TAX
STATE WITHHOLDING TAX
-----
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF12= END
```

### Tour of Duty Normals - QPAY (Page 1)

```
COMMAND: _____ NPPS
NAO1587          TOUR OF DUTY NORMALS - QPAY      2 OF 3
-----
SSN:  _ _ _ _    PAY BLOCK:

                                CURRENT NORMALS

CITY WITHHOLDING TAX
CIVILIAN SERVICE CREDIT
COUNTY WITHHOLDING TAX
FEGLI
FEHB
BOND DEDUCTION
CFC
UNION DUES
VOLUNTARY SAVINGS ALLOT
NEBA
FERS
CSRS MILITARY DEPOSIT
FERS MILITARY DEPOSIT
-----
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF12= END
```

### Tour of Duty Normals - QPAY (Page 2)

COMMAND: _____	NPPS
NAO1587	TOUR OF DUTY NORMALS - QPAY 3 OF 3
-----	
SSN: ____ _	PAY BLOCK:
CURRENT NORMALS	
TSP DEDUCTION	
TSP LOAN REPAYMENT ALLOT	
INDEBTEDNESS DUE U.S.	
BANKRUPTCY	
CHILD SUPPORT	
COMMERCIAL GARNISHMENTS	
COST OF LIVING ALLOWANCE	
ADVANCE PAY DED	
NET PAY	
-----	
PF1= HELP	PF3= PREV SCREEN
PF8= FORWARD	PF12= END
PF5= MAIN MENU	PF7= BACKWARD

### Tour of Duty Normals - QPAY (Page 3)

#### Description and Execution

The Tour of Duty Normals (QPAY) template is used to retrieve and display the normal pay fields for a part-time employee. The employee's normals will be computed based on part-time hours.

#### Steps to Reach Tour of Duty Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **52** - Tour of Duty Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.



### 3.5.1.2.3 Awards Control

COMMAND: _____		NPPS							
NA01585		INDIVIDUAL AWARDS - QAWARD							
-----									
SSN	PAYBLK	FUNCT	PAY DATE	LAST NAME		FIRST NAME		I	
____	____	____	____	_____		_____		____	
NOAC	GROSS	FED	OASDI	HIT	STATE	CITY	COUNTY	NET AWD	
TOTAL									
-----									
FUNCTIONS: N= NAME SEARCH R= RETRIEVE									
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU		PF12= END			

## Awards Control (QAWARD)

### Description and Execution

The Awards Control (QAWARD) template is used to retrieve and display the award fields for an individual employee.

#### Steps to Reach Awards Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **51** - Awards Control.

### 3.5.1.2.4 Pay Period YTD Adjustments

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 1 OF 17		
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
AUO			
AVAILABILITY PAY			
AWARD NET			
BASE			
BASE TRANS IN			
BOND REFUND			
CASH AWARDS			
CITY GROSS			
CITY GRS MTD			
CITY GRS QTD			
COLA			
COLA QTD			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 1)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 2 OF 17		
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
CNTY GROSS			
CNTY GRS MTD			
CNTY GRS QTD			
EIC			
FERS			
FICA			
FICA QTD			
FICA TRANS IN			
FIRE FIGHTERS			
FOREIGN DIFF			
GROSS			
HAZARDOUS			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 2)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 3 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
HIT			
HIT QTD			
LOCAL PAY			
LOCAL PAY TRANS IN			
LUMP SUM LV			
NET			
NIGHT DIFF			
OVERTIME			
PCS NOT SUBJ CITY TAX			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 3)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 4 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUB CNTY TAX			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS NOT SUBJ STATE TAX			
PCS STATE TAX			
PCS STATE MTD			
PCS STATE QTD			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 4)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 5 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUBJ FED TAX			
PCS FED TAX			
PCS FED TAX QTD			
RETENTION ALLOW			
STAFF DIFF			
STATE GROSS			
STATE GRS MTD			
STATE GRS QTD			
STAT CUT			
SUNDAY DIFF			
SUPER DIFF			
TAXABLE			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

## Pay Period YTD Adjustments - QYTDADJ (Page 5)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 6 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
TAXABLE MTD			
TAXABLE QTD			
TAXABLE CITY			
TAXABLE CITY MTD			
TAXABLE CITY QTD			
TAXABLE CNTY			
TAXABLE CNTY MTD			
TAXABLE CNTY QTD			
TAXABLE STATE			
TAXABLE STATE MTD			
TAXABLE STATE QTD			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

## Pay Period YTD Adjustments - QYTDADJ (Page 6)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 7 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
CY DED			
GOVT BASIC AMT DIST			
GOVT MATCH AMT DIST			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 7)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 8 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
TSP STATE DED YTD			
TSP STATE DED MTD			
TSP STATE DED QTD			
TSP CNTY DED YTD			
TSP CNTY DED MTD			
TSP CNTY DED QTD			
TSP CITY DED YTD			
TSP CITY DED MTD			
TSP CITY DED QTD			
TSP TRNS IN			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 8)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 9 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
ADV PAY CUM			
ADV PAY YTD			
BANKRUPTCY			
BANKRUPTCY CUM			
BILL OF COLL			
BOND			
CFC			
CHILD SUP			
CHILD SUP CUM			
COM GARNISH			
COM GARNISH CUM			
CITY TAX			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 9)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 10 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CITY TAX MTD			
CITY TAX QTD			
CIV SVS CR PR			
CIV SVS CR			
CIV SVS CUM			
CIV SVS TRSF			
CIV SVS TRSF OUT			
CNTY TAX			
CNTY TAX MTD			
CNTY TAX QTD			
CSRS PRIOR			
CSRS			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 10)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 11 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CSRS CUM TRANSFER			
CSRS GOVT			
CSRS TRNS OUT			
CSRS NASA CUM			
CSRS MIL DEP PRIOR			
CSRS MIL DEP			
CSRS MIL DEP CUM			
CSRS MIL DEP INT			
CSRS MIL DEP INT CUM			
CSRS MIL DEP TRANSFER			
CSRS MIL TR OUT			
FED TAX			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 11)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 12 OF 17	
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FED TAX QTD			
FEGLI TOTAL			
FEGLI GOVT			
FEHB			
FEHB GOVT			
FERS PRIOR			
FERS - K FUND			
FERS - L FUND			
FERS - M FUND			
FERS - N FUND			
FERS TRNS IN			
FERS TRNS OUT			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 12)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 13 OF 17	
-----			
PAY BLOCK:    ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FERS GOVT CONT - K FUND			
FERS GOVT CONT - L FUND			
FERS GOVT CONT - M FUND			
FERS GOVT CONT - N FUND			
FERS MIL DEP PR			
FERS MIL DEP			
FERS MIL DEP CUM			
FERS MIL DEP INT			
FERS MIL DEP INT CUM			
FERS MIL DEP TRANSFER			
FERS MIL TR OUT			
FERS NASA CUM			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 13)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 14 OF 17	
-----			
PAY BLOCK:    ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FICA			
FICA QTD			
FICA GOVT			
FICA GOVT QTD			
FICA TRNS IN			
HIT			
HIT QTD			
HIT GOVT			
HIT GOVT QTD			
INDEBT			
INDEBT CUM			
MISC			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 14)



COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 15 OF 17		
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
NEBA BASIC			
NEBA OPTIONAL			
NEBA SPOUSE			
NEBA TOTAL			
NEBA BASIC QTD			
NEBA OPT QTD			
NEBA SPOUSE QTD			
NEBA QTD TOT			
NEBA TRAVEL			
NEBA TRAVEL QTD			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 15)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 16 OF 17		
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS STATE TAX			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period YTD Adjustments - QYTDADJ (Page 16)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 17 OF 17		
-----			
PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS STATE MTD			
PCS STATE QTD			
PCS FED TAX			
PCS FED TAX QTD			
STATE TAX			
STATE TAX MTD			
STATE TAX QTD			
TSP LOAN DED 1			
TSP LOAN DED 2			
UNION DUES			
VOLUNTARY ALLOT			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

## Pay Period YTD Adjustments - QYTDADJ (Page 17)

### Description and Execution

The Pay Period YTD Adjustments (QYTDADJ) template is used to retrieve and display the changes in the old versus new totals for the pay period YTD, QTD, and MTD data for control and reconciliation purposes.

### Steps to Reach Pay Period YTD Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **45** - Pay Period YTD Adjustments.

This template is composed of seventeen screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

### 3.5.1.2.5 Payroll Register

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: __ OR SSN: __		NAME: _____	
***** BASE TO GROSS *****		***** NET TO GROSS *****	
ADD:	ADD: NET + DED	ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
*AUO	FED TAX	VOL ALLOT	
LOCAL PAY	FEGLI	SUB TOT	
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

### Payroll Register - QREG (Page 1)

COMMAND: _____		NPPS		92-06-09 13:55:45	
NAO1550		PAYROLL REGISTER - QREG		2 OF 3	
PAY BLOCK: __ OR SSN: __		NAME: _____			
***** BASE TO GROSS *****		***** NET TO GROSS *****			
ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT			
(-)		( + )			
BASIC ADJ	BILL OF CO	BOND REF			
OT ADJ	CFC	CFC			
NITE ADJ	CITY TAX	CITY TAX			
HOL WKD AD	CIV SV CR	CIV SV CR			
SUN ADJ	CNTY TAX	CNTY TAX			
HAZ ADJ	COLA	COLA			
FIR PR ADJ	CSRS	CSRS			
FOR DF ADJ	EIC	EIC			
SUP DF ADJ	FED TAX	FED TAX			
RET AL ADJ	FEGLI	FEGLI			
STF DF ADJ	FEHB	FEHB			
*AUO ADJ	FERS	FERS			
LOCAL ADJ	FICA	FICA			
-----					
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD		
PF8= FORWARD	PF9= NAME SEARCH	PF12= END			

### Payroll Register - QREG (Page 2)

- \* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

COMMAND: _____		NPPS	92-03-30
NAO1550		PAYROLL REGISTER - QREG	10:23:51
PAY BLOCK: __ OR SSN: __		3 OF 3	
NAME: _____			
***** BASE TO GROSS *****			
		***** NET TO GROSS *****	
		ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT
		(-)	(+)
		HIT	HIT
		ST TAX	ST TAX
		TSP ADJ	TSP ADJ
		TSP LOAN	TSP LOAN
		UNION DUES	UNION DUES
		ADV PAY	ADV PAY
SUB TOT		SUB TOT	SUB TOT
LESS:S CUT			LESS:
			EIC AMT(+)
			COLA (+)
TOT ERN			TOT ERN
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

### Payroll Register - QREG (Page 3)

#### Description and Execution

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, the entire center, or the entire agency from base-to-gross pay and net-to-gross pay.

#### Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **47** - Payroll Register Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

#### Description of Data Processing and Output

To view the payroll totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field

and press **ENTER**. To view the totals for the entire agency, enter the number 98 in the payblock field and press **ENTER**. To use the agency total option, you must be logged on under a CPQ user ID.

### 3.5.1.2.6 Savings Allotment Summary

COMMAND: _____	NPPS
NAO1510	SAVINGS ALLOTMENT SUMMARY - QALLOT
-----	
CENTER: _____	
PRIOR-TOTAL:	
NEW-ACCOUNTS:	
CHANGE INCREASES:	
TOTAL INCREASES:	
SUB-TOTAL:	
CANCELLATIONS:	
CHANGE DECREASES:	
TOTAL DECREASES:	
OVERALL TOTAL DEDUCTIONS:	
-----	
PF1= HELP	PF3= PREV SCREEN
PF5= MAIN MENU	PF12= END

## Savings Allotment Summary (QALLOT)

### Description and Execution

The Savings Allotment Summary (QALLOT) template is used to retrieve and display a summary report that shows the current pay period changes to the allotment data for the entire center. This includes voluntary savings allotments and TSP loan repayment allotments.

### Steps to Reach Savings Allotment Summary

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **43** - Savings Allotment Summary.

### 3.5.1.2.7 Bonds Control

```

*   SPECIFY PAYBLOCK AND/OR SSN

COMMAND: _____ NPPS
NAO1540          BONDS CONTROL - QBOND 1
-----

PAYBLK: __ OR SSN: __ __ __ (99 = CENTER)

*** EMPLOYEE ***

# OF ACTIVE BONDS:      TOT DED AMOUNT:
# OF ROTATING OWNERS:  TOT DED THIS PP:      BONDS PURCHASED:

*** PAY BLOCK/CENTER ***

# OF ACTIVE BONDS:      TOT DED AMOUNT:
# OF ROTATING OWNERS:  TOT DED THIS PP:      BONDS PURCHASED:

-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12= END

```

## Bonds Control (QBOND)

### Description and Execution

The Bonds Control (QBOND) template is used to retrieve and display information about active bonds deductions and bonds purchased during this pay period for an individual employee, single payblock, or the entire center.

### Steps to Reach Bonds Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **46** - Bonds Control.

### Description of Data Processing and Output

To view the bonds totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the bonds totals for a single payblock, enter only the payblock number and press

**ENTER.** To view the bonds totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.



### 3.5.1.2.8 Personnel Data

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1560          PERSONNEL DATA - PERSON
-----
SSN:  _____  FUNC: R   NAME:  _____  -
SCD LEAVE DATE:          NCC SUFFIX:
INSTALLATION EOD:        ADJ BASIC PAY:
BIRTH DATE:              OT RATE:
GRADE:          STEP:    LOCAL PAY:          AUO:
FLSA STS:          ORG LOCATED:  STAFF DIFF:          AVAIL:
ADJ BASIC HOURLY/DAILY:  SUPER DIFF RATE:
WORK SCHED CODE:        RET ALLOW RATE:
PART TIME HOURS:        ANN LV CATG:          ACCR RATE:
AL ACCR AVAIL:          RESTORED LV BAL:
SL ACCR AVAIL:          COMP TIME BAL:
LWOP WIG:          FEHB CONTR:  CREDIT HRS BAL:
RETIRE PLAN:        FEHB PLAN:  LWOP YTD:
FEGLI PLAN:         FACIL CODE:  SCH ADJ BASIC PAY:
TENURE TYPE:        OCCUP CODE:  ORG ASSIGNED:
FTE LINE ITEM:      PAY TBL:     PAY PLAN:          POSITION TYPE:
-----
FUNCTIONS:          N= NAME SEARCH          R= RETRIEVE
PF1= HELP           PF3= PREV SCREEN        PF5= MAIN MENU        PF12= END

```

### Personnel Data (PERSON)

#### Description and Execution

The Personnel Data (PERSON) template is used to retrieve and display personnel data (i.e., SF 50 information) regarding an individual employee.

#### Steps to Reach Personnel Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **48** - Personnel Data.

### 3.5.1.2.9 New Employee List

COMMAND: _____		NPPS		91-02-11	
NAO1570		NEW EMPLOYEE LIST - QNEW		15:50:39	
-----					
ADD CHAIN				FACIL	
SEL	NAME	EOD DATE	SSN	PB	CODE
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-----					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF8= FORWARD		PF12= END		PF7= BACKWARD	

### New Employee List (QNEW)

#### Description and Execution

The New Employee List (QNEW) template is used to retrieve and display a list of new employees.

#### Steps to Reach New Employee List

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **49** - New Employee List.

## Description of Data Processing and Output

Using this list, you may select an employee and initiate the add chain (a group of payroll actions linked together so all the necessary information about a new employee may be added at one time). To initiate an add chain for a new employee, select the employee by entering **X** in the blank to the left of the employee's name and pressing **ENTER**. This automatically retrieves the Employee T&A Distribution template, which displays the information entered by personnel, such as service basis and retirement plan. At this template, entry of the additional information necessary to calculate the employee's pay is required. As long as the function remains "A" for add, you will continue through the add chain until it is completed. The system then returns you to the New Employee List.

### 3.5.1.2.10 Terminated Employee List

COMMAND: _____		NPPS		91-02-11	
NAO1580		TERMINATED EMPLOYEE LIST - QTERM		15:51:36	
-----					
PAYBLOCK: ____		FACILITY		TERMINATION	
LUMP SUM	NAME	CODE	DATE	REASON	SSN
LV SEL					
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-----					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF8= FORWARD		PF12= END		PF7= BACKWARD	

## Terminated Employee List (QTERM)

### Description and Execution

The Terminated Employee List (QTERM) template is used to retrieve and display a list of employees terminating in the current pay period (Duty Status = "Z" and Reactivation Indicator = 0) for a single payblock. Using this list, you may select an employee in order to view the lump sum calculations.

### Steps to Reach Terminated Employee List

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **50** - Terminated Employee List.

### Description of Data Processing and Output

To view the lump sum calculations for a terminated employee, select the employee by entering **X** in the Lump Sum Leave Selection field located to the left of each individual's name and pressing **ENTER**. You will automatically move to the Lump Sum Leave/Reactivations template.

### 3.5.1.2.11 Pay Period History Query

```

COMMAND: _____ NPPS
NAO1590          PAY PERIOD HISTORY QUERY - QHISTPP
-----

LAST NAME          FIRST NAME
_____  

(TYPE NAME AND HIT ENTER FOR NAME SEARCH)

1. SUMMARY, ENTER:  PP ____ PAY DATE YEAR ____
(QHISTORY)          SSN ____ _ ____

2. DETAIL, ENTER:   PP ____ PAY DATE YEAR ____
                    SSN ____ _ ____
                    MER SCREEN _____
                    (COMMAND)

-----
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

### Pay Period History Query (QHISTPP)

#### Description and Execution

The Pay Period History Query (QHISTPP) template is used to retrieve and display an employee's historical summary for a specified pay period and year. This template is also used to retrieve and display a detailed employee history via a MER template. The authorized payroll professional may identify a specific MER template by entering the abbreviated name of the template to be retrieved.

#### Steps to Reach Pay Period History Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **53** - Pay Period History Query.

### 3.5.1.2.12 Pay Period History

COMMAND: _____		NPPS	
NAO1591		PAY PERIOD HISTORY1 - QHIST1 1 OF 5	
-----			
SSN: ____	LAST NAME: _____	FIRST NM: _____	I: ____
PP: ____	PAY DATE YEAR: ____ (TYPE NAME AND HIT ENTER FOR NAME SEARCH)		
ADV PAY DED:	CFC:	COLA:	
ADV PAY ADJ:	CFC ADJ:	COLA ADJ:	
AUO:	CHILD SUPP:	CSRS:	
AUO ADJ:	C GARNISH:	CUR ADJ:	
AVAIL PAY:	CITY TAX:	FRMR ADJ:	
AVAIL ADJ:	CTTX ADJ:	CSRS MIL:	
BANKRUPTCY:	FRMR ADJ:	DUE U.S.:	
BASE PAY:	CIV SV CR:	EIC.:	
BASE ADJ:	CIV ADJ:	EIC ADJ:	
BILL OF COL:	CNTY TAX:	FED TAXES:	
BOND:	CNTY ADJ:	FEDTX ADJ:	
BOND REFND:	RETIREMENT PLAN:	FEHB:	
ADJ BASIC HR:	PAID FLSA:	FEGLI:	
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Pay Period History1 (QHIST1)

COMMAND: _____		NPPS		92-06-01
NAO1591		PAY PERIOD HISTORY2 - QHIST2 2 OF 5		08:50:57
-----				
SSN: _____	LAST NAME: _____	FIRST NM: _____	I: _____	
PP: _____	PAY DATE YEAR: _____			
FEGLI:	GROSS PAY:	LOCAL PAY:		
FEGLI ADJ:	FF PREM ADJ:	LOCAL ADJ:		
FEHB:	FOR DIF ADJ:	LUMP LEAVE:		
CUR ADJ:	HAZARD ADJ:	LUMP ADJ:		
FRMR ADJ:	HOL WK ADJ:	MISC DED:		
FERS:	NT DIFF ADJ:	NEBA:		
CUR ADJ:	OT ADJ:	NET PAY:		
FRMR ADJ:	SUN DIF ADJ:	NITE DIF:		
FERS MIL:	HAZ DUTY:	OVERTIME:		
FICA:	HIT:	UNUSE CT P:		
FICA ADJ:	HIT ADJ:	PCS EARN:		
FOR DIFF:	HOLD WKED:			
-----				
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD	PF12= END			

### Pay Period History2 (QHIST2)

```

COMMAND: _____ NPPS 92-05-27
NAO1591 PAY PERIOD HISTORY3 - QHIST3 3 OF 5 16:23:15
-----
SSN: LAST NAME: FIRST NM: I:
PP: PAY DATE YEAR:

RET ALLOW: TSP DED:
RET ADJ: TSP ADJ:
STAFF DIFF: TSP LOAN:
STAFF ADJ: LOAN1 ADJ:
STAT CUT: LOAN2 ADJ:
STATE TAX: UNION:
STTX ADJ: UNION ADJ:
FRMR ADJ: VOL ALLOT:
SUN DIFF:
SUPER DIFF:
SUPER ADJ:

-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END

```

### Pay Period History3 (QHIST3)

```

COMMAND: _____ NPPS
NAO1591 PAY PERIOD HISTORY4 - QHIST4 4 OF 5
-----
SSN: LAST NAME: FIRST NM: I:
PP: LEAVE PER: PAY DATE YEAR:

*** ANNUAL LEAVE *** *** SICK LEAVE ***

PYCO CUR YTD PYCO CUR YTD
EARN: EARN:
USED: USED:
RIC: RIC:
BAL: BAL:

AL BAL: SL BAL:

LWOP CURR: LWOP 80 HR: RL PYCO: RL USED:
LWOP YTD: LWOP WIG: RL REST: RL BAL:

-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END

```

### Pay Period History4 (QHIST4)

COMMAND: _____		NPPS	
NAO1591	PAY PERIOD HISTORY5 - QHIST5	5 OF 5	
-----			
SSN:	LAST NAME:	FIRST NM:	I:
PP:	PAY DATE YEAR:		
BASE HOURS:			
OVERTIME HOURS:			
NITE DIFF HOURS:			
HAZARDOUS HOURS:			
HOLIDAY WORKED:			
SUNDAY HOURS:			
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

## Pay Period History5 (QHIST5)

### Description and Execution

The Pay Period History (QHIST1-5) template is used to retrieve and display a complete employee history for a specified pay period and year. The items are grouped into categories, such as leave hours, and then listed in alphabetical order.

### Steps to Reach Pay Period History

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **54** - Pay Period History.

This template is composed of five screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.



### **3.5.1.3 Administrative**

NPPS provides the capability to establish and maintain various administrative employee data. In addition, NPPS provides the capability to process a large group of actions for the same transaction at one time. This capability is referred to as mass transaction processing. Administrative actions include the following.

- Employee T&A Distribution
- Employee Mailing Address and Net Pay
- Spousal Health Benefits
- Payroll Suspense Maintenance Query
- CFC Deductions Mass
- T&A Distribution Mass
- New Payblock Mass Update
- Donate Leave Mass
- Global Transactions, Financial Institution
- Global Transactions, T&A Distribution Code

### 3.5.1.3.1 Employee T&A Distribution

COMMAND: _____		NPPS		91-09-09	
NAO1110		EMPLOYEE T & A DISTRIBUTION - TADIST		13:41:24	
-----					
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	____	_____	_____	____
TA DISTRIBUTION CODE: _____			CHANGE TO NEW PAYBLOCK: ____		
TOUR OF DUTY SHIFT: FR _____			(EFFECTIVE NEXT PAY PERIOD)		
TO _____					
TOUR TYPE: ____			NEW EMPLOYEE ASSIGNED PAYBLOCK: ____		
COMPRESSED WORK WEEK ( /Y) ____			(EFFECTIVE THIS PAY PERIOD)		
WEEKLY UNCOMMON TOUR HOURS: _____					
ORG ASSIGNED:		INSTALL EOD:		RETIREMENT PLAN:	
DUTY STATUS:		ORG LOCATED:		FACILITY CODE:	
SCD LEAVE:		DUTY STATION:		JOB SERIES:	
		FTE LINE ITEM:			
-----					
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP		PF3= PREV SCREEN		PF4= QNORM	
PF9= QREG		PF12= END		PF5= MAIN MENU	

## Employee T&A Distribution (TADIST)

### Description and Execution

The Employee T&A Distribution (TADIST) template is used to display and update an employee's T&A distribution code and tour of duty information.

### Steps to Reach Employee T&A Distribution

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **55** - Employee T&A Distribution.

### Description of Data Processing and Output

Values which may be entered or changed are T&A Distribution Code, Change to New Payblock, Tour of Duty Shift, and Tour Type. The remaining fields located on the bottom third of the screen are for display only. Information in these fields was entered by personnel at the time the individual was hired.

This is the first action in the New Employee Add Chain. To begin an add chain, enter **A** in the Func field. You may also begin an add chain from the New Employee List.

### 3.5.1.3.2 Employee Mailing Address and Net Pay

COMMAND: _____		NPPS			
NAO1120      EMPLOYEE MAILING ADDRESS AND NET PAY DISPOSITION - ADDR					
-----					
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
MAILING ADDRESS: _____					
CITY: _____ STATE: _____ ZIP: _____ - _____					
NET-VIA-EFT: _____					
FINANCIAL INST ROUTING NBR: _____					
ACCOUNT NUMBER: _____ ACCOUNT TYPE: _____					
FIN. INST. NAME: _____					
ADDRESS FIN: _____					
CITY: _____ STATE: _____ ZIP: _____					
ADDRESS CHECK: _____ OFFICE CHECK: _____					
(Y OR BLANK)					
CITY: _____ STATE: _____ ZIP: _____ - _____					
-----					
FUNCTIONS:    A= ADD CHN    C= CHANGE    N= NAME SEARCH    R= RETRIEVE    S= SUSPEND					
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU      PF12= END_					

## Employee Mailing Address and Net Pay (ADDR)

### Description and Execution

The Employee Mailing Address and Net Pay Disposition (ADDR) template is used to display and update an employee's mailing address as well as specify the disposition of an employee's net pay. When completing this template, either Net-via-EFT or Check Address must be specified (you may not specify both). Since the Mailing Address field will be used for general mail-outs, such as the Leave and Earnings Statements, it should be provided for all employees. For check disposition, the Net-via-EFT field or Address Check field should be completed. The (ADDR) template is also used to update the TSP Separation Flag when Home Mailing Address is changed.

### User Inputs

You must enter either the employee's Net-via-EFT data or Check Address. The Office Check field is used to instruct the Treasury to send the check to the installation "Designated Agent."

Steps to Reach Employee Mailing Address and Net Pay

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **56** - Employee Mailing Address and Net Pay.

### 3.5.1.3.3 Spousal Health Benefits

```

*** SSN/PAY PERIOD COMBINATION NOT FOUND

COMMAND: _____ NPPS
NAO1238          SPOUSAL HEALTH BENEFITS - SPFEHB          1
-----

      SSN      PAY PERIOD  FUNC      LAST NAME      FIRST NAME  I
      _____  _____  R      _____  _____  -

TOTAL NUMBER SPOUSAL HEALTH BENEFITS RECORDS ON FILE:

FEHB PLAN CODE:  _____

FEHB CASH PAYMENT: _____

DATE OF DATA ENTRY:

REMARKS: _____

PRESS ENTER TO GET NEXT SSN
-----
FUNCTIONS:      A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

## Spousal Health Benefits (SPFEHB)

### Description and Execution

The Spousal Health Benefits (SPFEHB) template is used to set up and maintain information regarding the spousal health benefits elected by an employee's ex-spouse. The employee's record does not reflect that a spousal health benefit is being paid. The ex-spouse's SSN establishes a separate record, and payment data only appears on the SF 1166 and SF 2812.

### Steps to Reach Spousal Health Benefits

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **57** - Spousal Health Benefits.

#### 3.5.1.3.4 Payroll Suspense Maintenance Query

```

COMMAND: _____ NPPS
NAO1600      PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY      1
-----

LIST ACTION FOR EMPLOYEE:
      SSN      LAST NAME      FIRST NAME
      -- -- --      _____      _____
      (TYPE NAME AND HIT ENTER FOR NAME SEARCH)

      SELECT ONE OF THE FOLLOWING:

LIST ACTIONS ON OR BEFORE EFFECTIVE DATE: _____
      (PP FIRST DAY)

LIST ACTIONS FOR TRANSACTION TYPE: _____

LIST ACTIONS FOR CLERK ID: _____

-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END
  
```

### Payroll Suspense Maintenance Query (SQUERY)

#### Description and Execution

The Payroll Suspense Maintenance Query (SQUERY) template is used to select a method to display the suspended payroll information for an individual employee or group of employees. Information may be requested via one of three methods: (1) a list of actions on or before a given effective date, (2) a list of actions for a specified transaction type, or (3) a list of actions entered by a given clerk as referenced by the clerk's ID. After the method is chosen, NPPS displays the listings using either the List Actions for Employee (SEMP) template or the List Actions on Suspense (SACT) template.

#### User Input

You may place actions on suspense until the pay period for which they apply. During initialization, NPPS searches the actions on the Payroll Suspense file and selects the actions with the pay period beginning date of the current pay period. It then applies these actions as updates to the appropriate master employee records.

PF1= HELP                    PF3= PREV SCREEN                    PF5= MAIN MENU                    PF7= BACKWARD  
PF8= FORWARD                    PF12= END

### List Actions for Employee (SEMP)

PF1= HELP                      PF3= PREV SCREEN                      PF5= MAIN MENU                      PF7= BACKWARD  
PF8= FORWARD                      PF12= END

## List Actions on Suspense (SACT)



After entering the information for an action on the appropriate template, you may place the action on suspense by typing **S** in the FUNC field and pressing **ENTER**. NPPS displays a pop-up menu which prompts you for the Effective Date of the action you want to place on suspense, as illustrated on the following screen. Enter the beginning date of the pay period for which the action applies and press **ENTER**. NPPS places the action on suspense and selects it to be matured during the initialization process of the designated future pay period.

COMMAND: _____		NPPS	
NAO1241	FEDERAL AND STATE TAXES - FTAX		10
-----			
SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
269 00 0000	01	S	SMITH BETTY A
*** FEDERAL TAXES ***			
MARITAL STATUS (M,S): S		_____	
EIC MARITAL CODE: -		: -	
(1=EMPLOYEE ONLY, 2=EMPLOYEE			
STATE CODE: _____	MARIT	ENTER THE EFFECTIVE DATE: 01011990	
ADD EXEMPTS: _____	FILIN	(PP FIRST DAY - MMDDYYYY)	
ALTERNATE AMT: _____	DEPEN	OR ENTER PF3 TO ESCAPE	
		, ): -	
-----			
FILING STATUS (DC ONLY) - J=JOINTLY, S=SEPARATELY; ALT % (AZ & MD ONLY)			
ALT AMT (NC ONLY); DEPENDENT OF ANOTHER (AL ONLY); WORKING SPOUSE (MS ONLY)			
-----			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU			
PF9= QREG PF12= END			

## Suspended Action

### Steps to Reach Payroll Suspense Maintenance Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **58** - Payroll Suspense Maintenance Query.

### 3.5.1.3.5 CFC Mass Deductions

```

*   SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____ NPPS
NAO1710          CFC DEDUCTIONS MASS - MASSCFC      1 OF 10
-----
FUNCTION:  R

      SSN      EMPLOYEE NAME      CFC      DED
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
-----
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
      SSN      EMPLOYEE NAME      ORG      AMOUNT  STATUS
-----
FUNCTIONS:  C= CHANGE      R= RETRIEVE      S= SUSPEND
PF1=  HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

## CFC Deductions Mass (MASSCFC)

### Description and Execution

The CFC Deductions Mass (MASSCFC) template is used to input CFC deductions for up to 10 employees.

### Steps to Reach CFC Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **59** - CFC Deduction Mass.



### 3.5.1.3.7 New Payblock Mass Update

```

* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____ NPPS
NAO1725          NEW PAYBLOCK MASS UPDATE - MASSBLK    1 OF 10
-----
FUNCTION:  R

      SSN      EMPLOYEE NAME      CURRENT      NEXT
      SSN      EMPLOYEE NAME      PAYBLOCK      PP      STATUS
      SSN      EMPLOYEE NAME      ASSIGNED      PAYBLOCK

____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _

-----
FUNCTIONS:      C= CHANGE      R= RETRIEVE      S= SUSPEND
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
  
```

### New Payblock Mass Update (MASSBLK)

#### Description and Execution

The New Payblock Mass Update (MASSBLK) template is used to change payblocks on a large scale (i.e., up to 10 transactions at one time).

#### Steps to Reach New Payblock Mass Update

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **61** - New Payblock Mass Update.

### 3.5.1.3.8 Mass Donated Leave

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1740          DONATED LEAVE MASS - MASDONOR          PAGE 1
-----
RECIPIENT SSN  PAYBLK  FUNC          LAST NAME          FIRST NAME  I
____ _ _ _ _  _____  _____  _____  _____  _____
              R
INITIALIZE _ _ (Y OR BLANK)
RESTORED LV _ (MARK 'X' TO RETRIEVE & PROCESS RESTLV DATA ONLY)
DONOR.....  DONATED  DONATED  CUM  DONOR.....
  SSN        HOURS   RETURNED  DONATED  NAME OR COMMENT  GR  ST  RATE
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
____ _ _ _ _  _____  _____  _____  _____  _____
-----
FUNCTIONS:  C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP  PF3= PREV      PF5= MAIN      PF7= BACKWARD  PF8= FORWARD  PF12= END

```

## Donated Leave Mass (MASDONOR)

### Description and Execution

The Donated Leave Mass (MASDONOR) template is used to record employees' donations of earned annual leave and restored leave to another employee and returns of unused donated leave to donors. Using this template, up to 300 donated leave transactions may be recorded at one time. The template may be used to record donations or returns in one transaction (up to 300 entries before **ENTER**), but not both. The Cum Donated field will display the total number of leave hours donated to the recipient and not returned to the donor. The template will retrieve the donors previously entered, displaying their name, grade and step, and hourly rate. If a donor is not assigned to the same installation as the recipient, an informative message will appear in the Name and other fields. Donors may be eliminated by spacing out the displayed information when Cum Donated = 0 or when the recipient's Donated Balance = 0. In addition, if "Y" is entered in the Initialize field, all donor data on the screen will be blanked out during the initialization process. After the transaction is processed, an informative message will be returned that will contain the total hours donated or returned that were entered in the MASDONOR transaction, and the hours donated/returned fields on the template will be returned to blank. When restored leave hours are to be donated or returned, the RESTORED LV field must contain an 'X.' This provides the capability to separately account for the employees donating both types of leave.

Steps to Reach Donated Leave Mass

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **62** - Donated Leave Mass.

### 3.5.1.3.9 Global Transactions, Financial Institution

```
COMMAND: _____ NPPS
NAO1730      GLOBAL TRANSACTIONS, FINANCIAL INST - GLOBFIN      1
-----

FUNCTION:  R

          FINANCIAL INSTITUTION ROUTING NUMBER

          FROM: _____ TO: _____

          NAME FROM:
          NAME TO:

          NUMBER OF EMPLOYEES AFFECTED:

-----

FUNCTIONS:   C= CHANGE          R= RETRIEVE          S= SUSPEND
PF1=  HELP   PF3= PREV SCREEN  PF5= MAIN MENU   PF12= END
```

## Global Transactions, Financial Institution (GLOBFIN)

### Description and Execution

The Global Transactions, Financial Institution (GLOBFIN) template is used to change the name and routing number of a financial institution. This change will be enacted for all employees who have elected to send voluntary allotments or net pay distributions to this financial institution.

#### Steps to Reach Global Transactions, Financial Inst

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **63** - Global Transactions, Financial Institution.

### 3.5.1.3.10 Global Transactions, T&A Distribution Code

COMMAND: _____	NPPS	
NAO1735	GLOBAL TRANSACTIONS, TA DIST CODE - GLOBTA	1
-----		
FUNCTION: R		
T&A DISTRIBUTION CODE		
FROM: _____ TO: _____		
NUMBER OF EMPLOYEES AFFECTED:		
-----		
FUNCTIONS:	C= CHANGE	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		S= SUSPEND
		PF12= END

### Global Transactions, T&A Distribution Code (GLOBTA)

#### Description and Execution

The Global Transactions, T&A Distribution Code (GLOBTA) template is used to change a T&A distribution code. The records of all employees who are assigned this distribution code will be updated with the new distribution code.

#### Steps to Reach Global Transactions, T&A Distribution Code

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **64** - Global Transactions, T&A Distribution Code.



### 3.5.1.3.11 Mass Awards Processing

COMMAND: _____		NPPS	
NAO1750		MASS AWARD PROCESSING - MASSAWD	
-----			
BLK: ____	FUNCTION: ____		
SEL	SSN	EMPL NAME	NOAC EFF DATE AWD AMT
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-----			
FUNCTIONS: C= CHANGE		R= RETRIEVE	
SEL:	Y= CHECK	B= NET PAY	BLANK= NO CHECK
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END_		

### Mass Awards Processing Menu (MASSAWD)

#### Description and Execution

The Mass Awards Processing (MASSAWD) template is used to update the local check designated agent field. All employees receiving an award amount are selected for update by pay block. The SEL field can have a value of "Y" or "B." A value of "Y" indicates that the award is to be paid locally and a separate check is to be issued. A value of "B" indicates that the award should be included in the employee's Net Pay and no separate check should be issued.

#### Steps to Reach Mass Awards Processing

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **65** - Mass Awards Processing.



Steps to Reach Mass Extended Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **66** - Mass Extended Compensatory Time.

### 3.5.2 Pay Computations (T&A and Vouchering)

```
COMMAND: _____ N P P S
NAO0000          PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - TIME & ATTENDANCE

                2 - MER

                3 - TABLE PROCESSING

                4 - VOUCHERING

                5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END
```

#### Payroll Main Menu (MMPAY)

##### Description and Execution

Payroll computations include T&A and Payroll Vouchering operations accessed through the Payroll Main Menu (MMPAY). NPPS computes leave and pay based on the T&A data and payroll actions that affect the current pay period earnings, deductions, or leaves balances.

##### Steps to Reach Time and Attendance

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

##### Steps to Reach Vouchering

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

Throughout the Payroll Computation section, special sets of function and PF keys are available to you. Though not every function and PF key appears on all screens, the following complete set is provided so that you may become familiar with them.

## Use of Functions

C=Change  
existing employee.

**N=Name Search** Allows you to enter an employee's name or partial name and retrieve the SSN. If more than one employee satisfies the name search, a listing of all employees with that name will be displayed on the screen. You may then select the specified employee, and NPPS will enter the SSN on the screen so that you may continue as if you had entered the SSN directly.

**S=Split Shift** Allows you to indicate that an employee has worked a split shift during the T&A processing.

H=Hundred Totals                      Allows you to view the totals for a group of one hundred employees within the same payblock.

B=Block Totals payblock.	Allows you to view the totals for an entire
-----------------------------	---

### Use of PF Keys

The four standard PF keys which appear on most menus and templates are PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

The PF2=More Messages may be used to view additional messages during the T&A Edit process. This feature is provided because NPPS may not be able to display all messages on the same screen.

### 3.5.2.1 Time and Attendance Main Menu

```
COMMAND: _____      N P P S
NAO3000      T&A MAIN MENU - TAMEN
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

      1 - T&A EDIT
      2 - T&A REPORTED HOURS
      3 - PAYROLL REGISTER

-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END
```

### T&A Main Menu (TAMEN)

#### Description and Execution

The T&A Main Menu (TAMEN) is used to access the T&A Edit section of payroll computation, illustrated in Figure 4.2.2.1-1, T&A Processing. In addition, this menu is used to view the T&A Reported Hours and the Payroll Register.

#### Steps to Reach T&A Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

#### Description of Data Processing Results and Output

The results of the T&A processing are as follows.

- Employee record updates of T&A reported hours.
- T&A reported hours control.
- Biweekly totals of reported hours for each employee and payblock.
- Error and information messages from T&A online data entry.

### 3.5.2.1.1 T&A Edit

```

* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS

COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT
NAO3100 -----
FUNCTION _ SEL _ PAYBLOCK _ SSN _ EMP# CMPSRD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _ DATE
      REG OT ND CTE HOL SD HD CD OTH CD OTH
WEEK1 _____
SH: _ AL SL CTU LWOP SUSP AWOL HOL RST _
      REG OT ND CTE HOL SD HD CD OTH CD OTH
WEEK2 _____
SH: _ AL SL CTU LWOP SUSP AWOL HOL RST _
      _____ LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE:
LEAVE _____
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT C= CHANGE H= HUNDRED TOT N= NAME SRCH S= SPLIT SHIFT
PF1= HELP PF2= MORE MESSAGES PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

## NPPS - Official Pay Record (TAEDIT)

### Description and Execution

The NPPS - Official Pay Record (TAEDIT) template is used to enter an employee's T&A data online and to correct T&A transactions which NPPS marked as being in error when the T&A batch process was run. NPPS marks T&A transactions which are in error after running validity tests for hours worked, leave hours, and other totals.

T&A is the only source of current hours from which NPPS computes earnings. The T&A transaction must pass field edits and be validated. NPPS can process a maximum of three shifts in the same week. In addition, NPPS automatically creates T&A transactions for those employees who are on LWOP status in the current pay period during the T&A batch process.

For employees working uncommon tours (firefighters, etc.), all hours worked, including overtime, must be entered into the Regular Hours field of the TAEDIT template. The Overtime Hours field must contain only the overtime hours in excess of eight per day (also included in the Regular Hours entry).

### Steps to Reach T&A Edit

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **1** - T&A Edit.

The first two lines below the template title provide information about the employee such as name, SSN, and payblock. The next four lines provide information about the two weeks which compose each pay period. The types of hours, both earned and used, are shown for each week. Also, a space is provided in which the employee's shift code for each week is entered/displayed. This space is labeled SH for shift worked. The abbreviated names for the types of hours earned and worked are as follows.

- Regular (REG)
- Overtime (OT)
- Night Differential (ND)
- Compensatory Time Earned (CTE)
- Holiday Leave Used (HOL)
- Sunday Differential (SD)
- Hazard Duty (HD)
- Annual Leave (AL)
- Sick Leave (SL)
- Compensatory Time Used (CTU)
- Leave Without Pay (LWOP)
- Suspension (SUSP)
- Absent Without Leave (AWOL)
- Restored Leave (RST)



The last section of the TAEDIT template displays the biweekly totals. The other Leave categories and their abbreviated names are as follows.

- A - Administrative
- C - Court
- D - Credit Hours Used
- E - Excused
- G - Graduate
- H - Home Leave
- I - COP
- J - Jury
- M - Military
- R - Religious Comp Time Used
- T - Time-Off
- Y - Credit Hours Earned
- Z - Religious Comp Time Earned

### 3.5.2.1.2 T&A Reported Hours

COMMAND: _____		NPPS	
NAO3200		T & A REPORTED HOURS - QTAR -	
FUNCTION: _	PAY BLOCK _	SSN _ _ _	THRU
T & A'S	PRESENT:	ERRORS:	MISSING:
REGULAR:			OTHER LEAVE:
OVERTIME:			A - ADMINISTRATIVE:
NIGHT DIFF:			C - COURT:
COMP EARNED:			D - CREDIT USED:
HOLIDAY WORKED:			E - EXCUSED:
SUNDAY DIFF:			G - GRADUATE:
HAZARD DUTY:			H - HOME LEAVE:
ANNUAL LEAVE:			I - COP:
SICK LEAVE:			J - JURY:
COMP TAKEN:			M - MILITARY:
LWOP:			R - REL CT USED:
SUSPENSION:			T - TIME OFF AWARD:
AWOL:			Y - CREDIT EARNED:
HOLIDAY:			Z - REL CT EARNED:
RESTORED LEAVE:			
FUNCTION: H= HUNDRED TOT / SCROLL		B= BLOCK TOT C= CENTER TOT	
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

## T&A Reported Hours (QTAR)

### Description and Execution

The T&A Reported Hours (QTAR) template is used to display the control totals for each type of T&A reported hours entered. Totals may be displayed for the center level, payblock level, for groups of 100 employees within each payblock, and for the agency level (for CPO Users). NPPS provides control totals for each type of hours reported, the number of missing T&As, the number of T&As present, the number of T&As in error, and the number of employees reactivated for pay this pay period.

### Steps to Reach T&A Reported Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **2** - T&A Reported Hours.

### Description of Data Processing and Output

To display the totals you require, select the appropriate function code: **H** for Hundred Totals in the payblock specified, **B** for Payblock Totals in the payblock specified, or **C** for Center Totals. For users accessing the T&A Reported Hours (QTAR) screen using the CPO USER-ID, the control totals for each type of T&A

reported hours for the agency can be retrieved and displayed using a Function of **C** and Pay Block '98'.

### 3.5.2.1.3 Payroll Register

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: ___ OR SSN: ___		NAME: _____	
***** BASE TO GROSS *****		***** NET TO GROSS *****	
ADD:	ADD: NET + DED	ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
*AUO	FED TAX	VOL ALLOT	
LOCAL PAY	FEGLI	SUB TOT	

---

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF7= BACKWARD  
PF8= FORWARD      PF9= NAME SEARCH      PF12= END

### Payroll Register - QREG (Page 1)

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: ___ OR SSN: ___		NAME: _____	
***** BASE TO GROSS *****		***** NET TO GROSS *****	
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
	(-)	(+)	
BASIC ADJ	BILL OF CO	BOND REF	
OT ADJ	CFC	CFC	
NITE ADJ	CITY TAX	CITY TAX	
HOL WKD AD	CIV SV CR	CIV SV CR	
SUN ADJ	CNTY TAX	CNTY TAX	
HAZ ADJ	COLA	COLA	
FIR PR ADJ	CSRS	CSRS	
FOR DF ADJ	EIC	EIC	
SUP DF ADJ	FED TAX	FED TAX	
RET AL ADJ	FEGLI	FEGLI	
STF DF ADJ	FEHB	FEHB	
*AUO ADJ	FERS	FERS	
LOCAL ADJ	FICA	FICA	

---

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF7= BACKWARD  
PF8= FORWARD      PF9= NAME SEARCH      PF12= END

### Payroll Register - QREG (Page 2)

COMMAND: _____		NPPS	
NAO1550	PAYROLL REGISTER - QREG		3 OF 3
PAY BLOCK: __ OR SSN: __ -		NAME: _____	
***** BASE TO GROSS *****		***** NET TO GROSS *****	
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
	(-)	( + )	
	HIT	HIT	
	ST TAX	ST TAX	
	TSP ADJ	TSP ADJ	
	TSP LOAN	TSP LOAN	
	UNION DUES	UNION DUES	
	ADV PAY	ADV PAY	
SUB TOT	SUB TOT	SUB TOT	
LESS:S CUT		LESS:	
TOT ERN		EIC AMT(+)	
		COLA (+)	
TOT ERN		TOT ERN	

---

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

### Payroll Register - QREG (Page 3)

#### Description and Execution

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, for the entire center, or for the agency.

#### Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **3** - Payroll Register.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

#### Description of Data Processing and Output

To view the totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**. For users with a CPO USER-ID enter the number **98** in the payblock field and press **ENTER** to view the totals for the entire agency.

- \* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

### 3.5.2.2 Vouchering Main Menu

```
COMMAND: _____      N P P S
NAO4000      VOUCHERING MAIN MENU - VOUCHMEN
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

      1 - VOUCHER CHAIN (SF2812,SF2812A,
      OPM1523, TSP-2)

      2 - SF1166 CHAIN

      3 - REGISTER TOTALS

      4 - ACCOUNTING BREAKOUTS

-----

      PF1=  HELP      PF5=  MAIN MENU      PF12=  END SESSION
```

### Vouchering Main Menu (VOUCHMEN)

#### Description and Execution

The Vouchering Main Menu (VOUCHMEN) is used to select one of the four options available for viewing the vouchering screens which contain the online voucher information, as illustrated in Figure 4.2.2.2-1, Vouchering.

#### Steps to Reach Vouchering Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

### 3.5.2.2.1 Voucher Chain

```

COMMAND: _____ NPPS
NAO4900  VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 INSURANCE  --
-----
LIFE          EMPL  W.H.          GOVT. CONTR.    -- NUMBER OF DEDUCTIONS--
INSURANCE:                                     MADE      NOT MADE
  BASIC LIFE                68.66                34.34          7          50
  OPT A STND                 7.00                  1          8
  OPT B ADDL                17.60                  1         12
  OPT C FAMILY               4.60                  3         15
    TOTAL                  97.86                  12         85
OPT B
BREAK TO-35                                     2
OUT  36-39                                     1
      40-44
      45-49                10.40                                     4
      50-54                 7.20                  1          2
      55-59                                     1          1
      60-UP                                     2
                                17.60                  1         10
-----
PF1=  HELP      PF3=  PREVIOUS      PF5=  MAIN MENU      PF12=  END SESSION
ENTER=  NEXT SCREEN
  
```

### Voucher Information - SF 2812, SF 2812A, and OPM 1523 Insurance

```

COMMAND: _____ NPPS
NAO4300  VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT
-----
HEALTH BENEFITS DEDUCTIONS
ENROLL          ----- NUMBER OF PAYMENTS -----
CODE NO.        AMOUNT      MADE  NOT MADE SPOUSAL FULL PREMIUM
D21                                     1
UM1                                     1
UP1                                     1
UP2                                     1
V11                                     2
V12                202.79          1          1
101                                     4
102                                     3
104                67.68          1          6
105                284.42          2          8
311                                     1
312                                     1
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END  ENTER=  NEXT SCREEN
  
```

### Voucher Information - SF 2812, SF 2812A, and OPM 1523 FEHB Breakout (Page 1)



```

COMMAND: _____
NAO4300                      NPPS
      VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT
-----
                        HEALTH BENEFITS DEDUCTIONS

EMPLOYEE AMT              564.87
GOVT. CONTR               163.30
CASH COLL.
SPOUSAL PAYMT.           150.00
YTD FEHB ADJ (THIS PP)

TOTAL FEHB                878.17

-----

PF1=  HELP                PF5=  MAIN MENU                PF12=  END
                        ENTER=  NEXT SCREEN

```

## Voucher Information - SF 2812, SF 2812A, and OPM 1523 FEHB Breakout (Page 2)

```

COMMAND: _____
NAO4960                      NPPS
      VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (1 OF 2)
-----

      CSRS                      DOLLAR      AGG BASE      DEDUCTIONS
                                AMOUNT       SALARY        MADE   NOT MADE

RETIRE TOTAL - EMPL           1023.23       14617.60
RETIRE TOTAL - EMPR           1123.23

WITHOLDING - ALL CATEGORIES    1023.23       14617.60      6      36
EMPR      - ALL CATEGORIES    1023.23
SAL OFFSET REEMPLD ANNUIT      100.00
MILITARY SERVICE DEPOSIT
CIVILIAN SERVICE CREDIT

-----

PF1=  HELP      PF3=  PREVIOUS      PF5=  MAIN MENU      PF12=  END SESSION
                        ENTER=  NEXT SCREEN

```

## Voucher Information - SF 2812 Retirement (Page 1)

COMMAND: _____	NPPS			
NAO4960	VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (2 OF 2)			
-----				
FERS	DOLLAR	AGG BASE	DEDUCTIONS	
	AMOUNT	SALARY	MADE	NOT MADE
RETIRE TOTAL - EMPL	69.44	2207.62		
RETIRE TOTAL - EMPR	329.43			
REGULAR - K EMPL	14.80	1850.40	1	37
REGULAR - K EMPR	238.70			
MIL RESERVE TECH - N EMPL				
MIL RESERVE TECH - N EMPR				
SPECIAL - M EMPL	4.64	357.22	1	2
SPECIAL - M EMPR	90.73			
SAL OFFSET REEMPLD ANNUIT				1
MILITARY SEVICE DEPOSIT	50.00		1	
TOTAL RETIREMENT	2545.33		9	81
TOTAL EMPLOYEES	101			
-----				
PF1= HELP	PF3= PREVIOUS	PF5= MAIN MENU	PF12= END SESSION	
ENTER= NEXT SCREEN				

## Voucher Information - SF 2812 Retirement (Page 2)

COMMAND: _____	NPPS			
NAO4910	TSP VOUCHER INFORMATION - TSP2			
-----				
CURRENT AND LATE	G FUND	F FUND	C FUND	TOTAL
EMP DED:				
GOV BASIC:				
GOV MATCH:				
TOTAL:				
NEGATIVE ADJ	G FUND	F FUND	C FUND	TOTAL
EMP DED:				
GOV BASIC:				
GOV MATCH:				
TOTAL:				
CONTROL TOTAL				
-----				
PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END_	

## Voucher Information - TSP2

## **Description and Execution**

The Voucher Chain option displays the screens that contain the online voucher information for SF 2812, SF 2812A, OPM 1523 Insurance, and TSP2.

### Steps to Reach Voucher Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **1** - Voucher Chain.

### 3.5.2.2.2 SF 1166 Chain

```

COMMAND: _____ NPPS
NAO4100          SF1166 INFORMATION - TAPES
-----

EFT PAYMENTS          ITEM COUNT          AMOUNT
NET PAY                5                  7033.87
SAVINGS ALLOTMENTS    7                  600.00
TSP LOAN              1                   54.95
TOTAL                 13                 7688.82

NON EFT PAYMENTS      ITEM COUNT          AMOUNT
NAME ONLY - OFFICE CKS
NAME ONLY - AWARDS CKS
SALARY CHECKS MAILED    4                 3930.38
MISCELLANEOUS CHECKS   16                 953.50
TOTAL                   20                 4883.88

-----

PF1 = HELP      PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END
ENTER= NEXT SCREEN
  
```

### SF 1166 Information - Net Pay

```

COMMAND: _____ NPPS
NAO4200          SF1166 INFORMATION - FEDERAL RESERVE TAXES
-----

FED TAX          FICA          HIT          COMBINED
WITHHELD        WITHHELD        WITHHELD        TOTAL

3574.55         136.87         278.94         3990.36

GOVT          GOVT
FICA          HIT
136.87        278.94

TOTAL FEDERAL RESERVE DEPOSIT
4406.17

-----

PF1= HELP      PF3= PREVIOUS      PF5= MAIN MENU      PF12= END
ENTER= NEXT SCREEN
  
```

### SF 1166 Information - Federal Reserve Taxes

```

END OF DATA
COMMAND: _____
NAO4800
                                NPPS
                                SF1166 INFORMATION - SF16BOND

TOTAL BONDS      DENOMINATION      AMOUNT
PURCHASED
    1              50              25.00
              75
    2              100             100.00
              200
              500
              1000

GRAND TOTAL BONDS PURCHASED      GRAND TOTAL AMOUNT
    3                             125.00
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END
                                ENTER=  NEXT SCREEN

```

## 260

```

END OF DATA
COMMAND: _____ NPPS
NAO4700              SF1166 INFORMATION - UNION DUES

                        UNION NAME                        AMOUNT

TEST UNION 1                      17.00
TEST UNION 2                      4.00
TEST UNION 3                      8.00

TOTAL AMOUNT                      29.00
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END
                        ENTER=  NEXT SCREEN
  
```

### SF 1166 Information - Union Dues

```

END OF DATA
COMMAND: _____ NPPS
NAO4930              SF1166 INFORMATION - STATE/LOCAL TAXES

                        STATE/CITY/COUNTY                AMOUNT                GROSS EARNINGS

CALIFORNIA                      255.59                9999999999.99
DIST. OF COL                    740.25                9999999999.99

TOTAL AMOUNT                      632.39                9999999999.99
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END
                        ENTER=  NEXT SCREEN
  
```

### SF 1166 Information - State/Local Taxes

COMMAND: _____	NPPS
NAO4940	SF1166 INFORMATION - MISCELLANEOUS PAYMENTS
U.S. DEBT	0.00
CHILD SUPPORT	0.00
COMMERCIAL GARNISHMENTS	0.00
BANKRUPTCY	0.00
NEBA	0.00
GRAND TOTAL	0.00

-----

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END  
ENTER= NEXT SCREEN

### SF 1166 Information - Miscellaneous Payments

#### Description and Execution

The SF 1166 Chain option displays the screens that contain the online SF 1166 vouchering information.

#### Steps to Reach SF 1166 Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **2** - SF 1166 Chain.

### 3.5.2.2.3 Register Totals

```

COMMAND: _____ NPPS
NAO1550 PAYROLL REGISTER - QREG 1 OF 3
PAY BLOCK: __ OR SSN: __ __ NAME: _____
***** BASE TO GROSS ***** ***** NET TO GROSS *****
      ADD:                      ADD: NET + DED          ADD: NET + DED
BASIC PAY          NET EARN          FEHB
OVERTIME          ADV PAY          FERS
NITE DIF          BANKRUPTCY        FERS MIL
HOL WKD          BONDS            FICA
LUMP SUM          CFC              INDEBT US
UNUS CT PD        CHILD SUPP        HIT
SUN DIF          C GARNISH          MISC
HAZARD          CIV SV CR          NEBA
FOREN-DIF        CITY TAX          STATE TAX
SUPER DIFF        COUNTY TAX        TSP
RET ALLOW        CSRS              TSP LOAN
STAFF DIFF        CSRS MIL          UNION
AUO              FED TAX            VOL ALLOT
LOCAL PAY        FEGLI              SUB TOT
-----
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU        PF7=  BACKWARD
PF8=  FORWARD       PF9=  NAME SEARCH      PF12= END

```

### Payroll Register - QREG (Page 1)

```

COMMAND: _____ NPPS
NAO1550 PAYROLL REGISTER - QREG 2 OF 3
PAY BLOCK: __ OR SSN: __ __ NAME: _____
***** BASE TO GROSS ***** ***** NET TO GROSS *****
      ADD: ADJUSTMENTS          LESS: REFUNDS/CREDIT
      (-)                      (+)
BASIC ADJ          BILL OF CO          BOND REF
OT ADJ            CFC                  CFC
NITE ADJ          CITY TAX            CITY TAX
HOL WKD AD        CIV SV CR          CIV SV CR
HAZ ADJ           CNTY TAX            CNTY TAX
FIR PR ADJ        COLA                COLA
FOR DF ADJ        CSRS                CSRS
SUP DF ADJ        EIC                  EIC
RET AL ADJ        FED TAX              FED TAX
STF DF ADJ        FEGLI                FEGLI
AUO ADJ           FEHB                FEHB
LOCAL ADJ         FERS                FERS
                  FICA                FICA
-----
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU        PF7=  BACKWARD
PF8=  FORWARD       PF9=  NAME SEARCH      PF12= END

```

### Payroll Register - QREG (Page 2)



COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
		3 OF 3	
PAY BLOCK: __ OR SSN: __ __ NAME: _____ -			
***** BASE TO GROSS *****		***** NET TO GROSS *****	
	ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT
	(-)		(+)
	HIT		HIT
	ST TAX		ST TAX
	TSP ADJ		TSP ADJ
	TSP LOAN		TSP LOAN
	UNION DUES		UNION DUES
	ADV PAY		ADV PAY
SUB TOT	SUB TOT		SUB TOT
LESS:S CUT			LESS:
TOT ERN			EIC AMT(+)
			COLA (+)
TOT ERN			TOT ERN
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

### Payroll Register - QREG (Page 3)

#### Description and Execution

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center. CPO Users using a CPO USER-ID can retrieve and display payroll register summary information for the agency using Pay Block 98.

#### Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **3** - Register Totals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

### 3.5.2.2.4 Accounting Breakouts

COMMAND: _____		NPPS	
NAO4950		ACCOUNTING INFORMATION - ACCTBRK (1 OF 3)	
-----			
NET PAY TO EMPLOYEES	00.00	BANKRUPTCY	00.00
FEDERAL INCOME TAX	00.00	BILL FOR COLLECTION	00.00
FICA EMPLOYEES	00.00	MISC DEDUCTIONS	00.00
FICA EMPLOYERS	00.00	STATE TAX	00.00
HIT EMPLOYEES	00.00	COUNTY TAX	00.00
HIT EMPLOYERS	00.00	CITY TAX	00.00
NEBA INSURANCE	00.00	SAVINGS BONDS(REFUND)	00.00
COMBINED FEDERAL CAMP.	00.00	ADVANCED PAY DEDUCTIONS	00.00
UNION DUES	00.00		
CHILD SUPPORT	00.00		
INDEBTEDNESS DUE U.S.	00.00		
COMMERCIAL GARNISHMENTS	00.00		
-----			
PF1= HELP	PF3= PREVIOUS	PF5 = MAIN MENU	PF12 = END
ENTER= NEXT SCREEN			

### Accounting Information - ACCTBRK (Page 1)

COMMAND: _____		NPPS	
NAO4950		ACCOUNTING INFORMATION - ACCTBRK (2 OF 3)	
-----			
TSP (THRIFT SAVINGS PLAN)		FEGLI (EMPLOYEES)	97.86
CSRS	00.00	BASIC	68.66
FERS (EMPLOYEES)	00.00	OPTION A	07.00
FERS GOV'T BASIC	22.07	OPTION B	17.60
FERS GOV'T MATCHING	00.00	OPTION C	04.60
		FEGLI (EMPLOYERS)	34.34
FEHB EMPLOYEES	228.99		
FEHB EMPLOYERS	489.16		
FEHB CASH COLLECTION	00.00		
FEHB SPOUSAL PAYMENT	00.00		
-----			
PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END

### Accounting Information - ACCTBRK (Page 2)

COMMAND: _____	NPPS
NAO4950	ACCOUNTING INFORMATION - ACCTBRK (3 OF 3)
-----	
CSRS: RETIRE TOTAL - EMPL	1,023.23
RETIRE TOTAL - EMPR	1,123.23
SALARY OFFSET REEMPLD ANNUIT	100.00
MILITARY SERVICE DEPOSIT	00.00
CIVILIAN SERVICE CREDIT	00.00
FERS: RETIRE TOTAL - EMPL	69.44
RETIRE TOTAL - EMPR	329.43
REGULAR - K EMPL	14.80
REGULAR - K EMPR	238.70
MIL RES TECH - N EMPL	00.00
MIL RES TECH - N EMPR	00.00
SPECIAL - M EMPL	04.64
SPECIAL - M EMPR	90.73
SALARY OFFSET REEMPLD ANNUIT	00.00
MILITARY SERVICE DEPOSIT	50.00
TOTAL RETIREMENT - CSRS/FERS	2,545.33
-----	
PF1 = HELP	PF3 = PREVIOUS
PF5 = MAIN MENU	PF12 = END

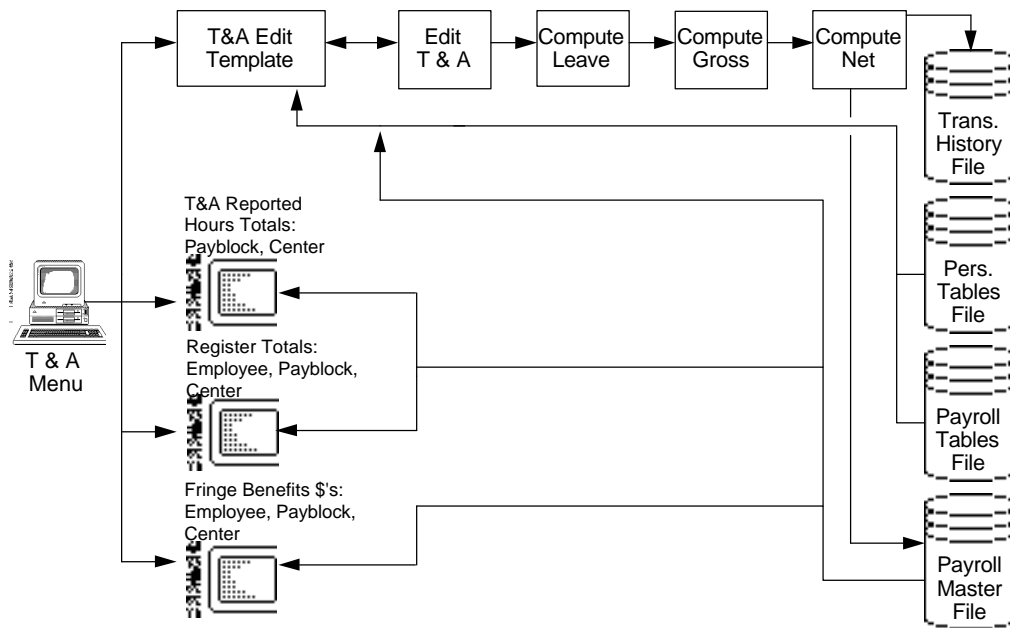
### Accounting Information - ACCTBRK (Page 3)

#### Description and Execution

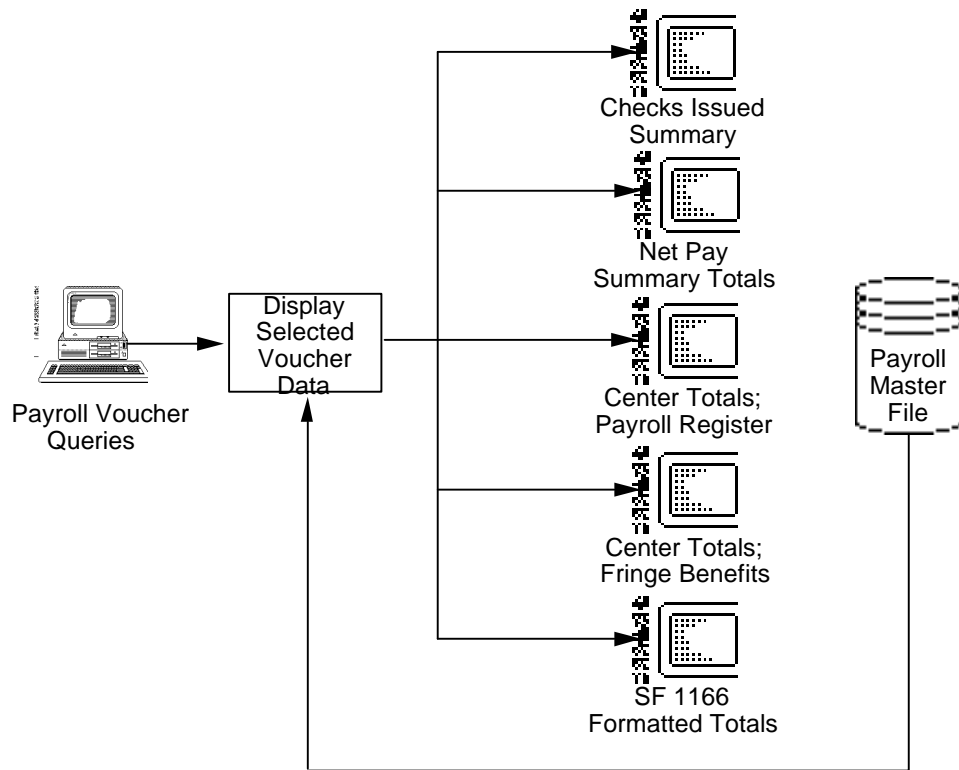
The Accounting Information (ACCTBRK) template is used to display the accounting information for vouchering purposes.

#### Steps to Reach Accounting Information (Breakouts)

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main



**Figure 4.2.2.1-1 T&A Processing**



**Figure 4.2.2.2-1 Vouchering**

### 3.5.3 Payroll Table Processing

```
COMMAND: _____ N P P S
NAO0000          PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

        ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - TIME & ATTENDANCE

                2 - MER

                3 - TABLE PROCESSING

                4 - VOUCHERING

                5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END
```

#### Payroll Main Menu (MMPAY)

##### Description and Execution

The Payroll table processing operations are accessed through the Payroll Main Menu (MMPAY). Payroll table processing, illustrated in Figure 4.2.3-1, Payroll Tables, enables you to select and modify the payroll tables.

##### Steps to Reach Table Processing

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.

Throughout the Payroll Table Processing section, special sets of function and PF keys will be available. Though not every function and PF key appears on all screens, the following complete set is provided so that you may become familiar with them.

### Use of Functions

A=Add you select.	Allows you to add a new entry to the table
B=Browse same screen.	Allows you to view multiple entries on the
C=Change entry.	Allows you to change an existing table
D=Delete	Allows you to delete an existing table entry.
N=Next	Allows you to view the next table entry.
R=Retrieve an existing table entry.	Allows you to retrieve information regarding

### Use of PF Keys

Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End.

### 3.5.3.1 Payroll Tables Menu

```
COMMAND: _____ NPPS
NAO2000 PAYROLL TABLES MENU - PAYTAB
-----
TABLE RELEASE:

ENTER ONE OF THE FOLLOWING SELECTIONS

1 CORE TABLES MAINTENANCE

2 LOCAL TABLES MAINTENANCE

SELECTION: _

-----
PF1= HELP PF5= MAIN MENU PF12= END
```

### Payroll Tables Menu (PAYTAB)

#### Description and Execution

The Payroll Tables Menu (PAYTAB) is used to maintain payroll tables. This menu offers two selections.

- 1 - Core Tables Maintenance: Select a payroll core table for viewing or updating.
- 2 - Local Tables Maintenance: Select a payroll local table for viewing or updating.

#### Steps to Reach Payroll Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the payroll Main Menu, select **3** - Table Processing.



### 3.5.3.1.1 Payroll Core Tables Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2001          PAYROLL CORE TABLES MENU - PAYCORE

TABLE          TABLE          TABLE          TABLE
ID             DESCRIPTION      ID             DESCRIPTION
-----
TBOND          BOND TABLE          TCASE          ICB AWRDS INST TBL
TEIC           EARNED INCOME CRED    THAZARD        HAZARDOUS CODE TBL
THOLIDAY       PAYPERIOD HOLIDAYS    TICBCAT        TYPE OF AWRD INDIC
TLIFE          LIFE INSURANCE        TLIMIT         MISC. LIMITS
TMAX           GROSS/OT LIMITS        TMILINT        MILITARY DEP. INT.
TNEBA          NEBA LIFE              TNEBATRV       NEBA TRAVEL INSURA
TPREM          PREMIUM RATES          TRETIR         RETIREMENT RATES
TSEA           SENIOR EXEC ASSOC      TSTATE         STATE/COUNTRY CODE
TTAX           FEDERAL/STATE TAX

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF12=  END

```

## Payroll Core Tables Menu (PAYCORE)

### Description and Execution

The Payroll Core Tables Menu (PAYCORE) is used to select a payroll core table to be viewed or updated. The menu lists both the table ID and description for all payroll tables available. Once a table has been selected from the list, the table ID should be typed in the indicated blank. NPPS then displays the requested table one entry at a time. The table may be viewed one entry at a time, a new entry may be added, an existing entry may be changed, or an existing entry may be deleted. Also, if the browse function is available in the list of screen functions, you may select it to view multiple table entries on single screen.

### Steps to Reach Payroll Core Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.
3. At the Payroll Tables Menu, select **1** - Core Tables Maintenance.
4. At the Payroll Tables Menu, enter the name of the table you want to view or update.

### 3.5.3.1.2 Payroll Local Tables Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2002          PAYROLL LOCAL TABLES MENU - PAYLOCAL

TABLE          TABLE          TABLE          TABLE
  ID          DESCRIPTION          ID          DESCRIPTION
-----
TCFC          COMBINED FEDERAL          TEMPRID          STATE EMPLOYER ID
TFIN          FINANCIAL INSTITUT          TUNION          EMPLOYEE UNION

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12=  END

```

## Payroll Local Tables Menu (PAYLOCAL)

### Description and Execution

The Payroll Local Tables Menu (PAYLOCAL) is used to select a payroll local table to be viewed or updated. The menu lists both the table ID and description for all payroll tables available. Once a table has been selected from the list, the table ID should be typed in the indicated blank. NPPS then displays the requested table one entry at a time. The table may be viewed one entry at a time, a new entry may be added, an existing entry may be changed, or an existing entry may be deleted. Also, if the browse function is available in the list of screen functions, you may select it to view multiple table entries on single screen.

### Steps to Reach Payroll Local Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.
3. At the Payroll Tables Menu, select **2** - Local Tables Maintenance.
4. At the Payroll Tables Menu, enter the name of the table you want to view or update.

## User Input

There are two types of payroll tables; Core tables and Local tables. The Core tables are developed and maintained centrally by the NPPS Development Team. The Local tables are populated and maintained locally by each receiving installation. The following is a list of all the local tables.

TCFC	Combined Federal Campaign	NPPS uses this table to establish legal CFC organizations and address information for those organizations.
TFIN	Financial Institutions	NPPS uses this table to establish the identification and address data for employee net pay dispositions and allotments for electronic funds transfers and checks sent to financial institutions.
TUNION current	Union Code	NPPS uses this table to establish the active unions for the installation.
TEMPRID	State Employer ID	NPPS uses this table to print the employers ID associated with a state code on an employee's W-2 (Core Report 418).

## Description of Data Processing Results and Output

The following is a four-screen example of the table maintenance process. The first screen shows the selection of the State/Country code using the ID TSTATE.

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2001          PAYROLL CORE TABLES MENU - PAYCORE

TABLE          TABLE          TABLE          TABLE
  ID          DESCRIPTION          ID          DESCRIPTION
-----
TBOND          BOND TABLE          TCASE          ICB AWRDS INST TBL
TEIC           EARNED INCOME CRED    THAZARD         HAZARDOUS CODE TBL
THOLIDAY       PAYPERIOD HOLIDAYS    TICBCAT         TYPE OF AWRD INDIC
TLIFE          LIFE INSURANCE         TLIMIT          MISC. LIMITS
TMAX           GROSS/OT LIMITS        TMILINT         MILITARY DEP. INT.
TNEBA          NEBA LIFE              TNEBATRV        NEBA TRAVEL INSURA
TPREM          PREMIUM RATES          TRETIR          RETIREMENT RATES
TSEA           SENIOR EXEC ASSOC      TSTATE          STATE/COUNTRY CODE
TTAX           FEDERAL/STATE TAX

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==>  __TSTATE__

-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF12=  END

```

## Payroll Tables Menu with TSTATE

The next screen shows the first entry for this table. Notice that the function has been changed to "B" for Browse.

```

COMMAND: _____ NPPS
NAO2060          STATE/COUNTRY CODE TABLE - TSTATE          2
-----

FUNCTION: B

STATE/COUNTRY CODE:  AK_

STATE/COUNTRY NAME:  ALASKA_____

-----
FUNCTIONS:  A=  ADD    B=  BROWSE    C=  CHANGE    D=  DELETE    N=  NEXT    R=  RETRIEVE
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF12=  END

```

## State/Country Code

The third screen shows the use of the browse function to display a list of multiple table entries. Notice that the table entry "California" has been marked with an "X" to indicate it is the record to be changed.

```
* TO CHANGE A RECORD, PLACE AN 'X' ON THAT LINE AND HIT ENTER
COMMAND: _____ NPPS
NAO2060B STATE/COUNTRY TABLE BROWSE
-----

BEGINNING STATE/COUNTRY CODE: CA_

SEL   STATE/COUNTRY   STATE/COUNTRY NAME
      CODE
-     AK              ALASKA
-     AL              ALABAMA
-     AR              ARKANSAS
-     AZ              ARIZONA
X     CA              CALIFORNIA
-----

PF1=  HELP           PF3=  PREV SCREEN   PF5=  MAIN MENU  PF7=  BACKWARD
PF8=  FORWARD        PF12= END
```

### Browse State/Country Code

The final screen displays the "California" entry for the State/Country Code table. In addition, NPPS automatically set the function to "C" for Change.

```
COMMAND: _____ NPPS
NAO2060 STATE/COUNTRY CODE TABLE - TSTATE
-----

FUNCTION: C

STATE/COUNTRY CODE: CA_

STATE/COUNTRY NAME: CALIFORNIA_____
-----

FUNCTIONS:  A= ADD    B= BROWSE    C= CHANGE    D= DELETE    N= NEXT    R= RETRIEVE
PF1=  HELP           PF3=  PREV SCREEN   PF5=  MAIN MENU  PF12= END
```

### Change State/Country Name

### 3.5.4 Non-personnel Action Cash Awards Processing

```
COMMAND: _____      N P P S
NAO7000      NON-PERSONNEL ACTION CASH AWARDS MAIN MENU - CASHMENU
-----

                        ENTER ONE OF THE FOLLOWING SELECTIONS: _

                        1 - CASH AWARDS

                        2 - MASS CASH AWARDS

                        3 - CASH AWARDS QUERY

-----

PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12=  END
```

#### **Non-personnel Action Cash Awards Main Menu (CASHMENU)**

##### **Description and Execution**

The non-personnel action cash awards processing operations are accessed through the Payroll Main Menu (MMPAY). This cash awards processing enables you to enter and adjust non-personnel action cash award payment transactions for NASA employees and non-NASA government and non-government employees in the current pay period.

##### Steps to Reach Non-personnel Action Cash Awards Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.

### 3.5.4.1 Cash Awards Processing

COMMAND: _____		NPPS	
NAO7110		NON-PERSONNEL ACTION CASH AWARDS - CASHPAY	
-----			
SSN	PAYBLK	FUNC	LAST NAME
____	____	R	____
FIRST NAME		I	SUF
____		____	____
AWARD PAYMENT DATE: _____		AWARD TYPE: _	
PR NO: _____		GROSS AMOUNT: _____	
CASE NO: _____		ICB CATEGORY: _	
ADJUSTED AMT: _____			
GOV/NON: _	STATE TAX CD: _	CITY TAX CD: _	OASDI: _
(G OR N)			HIT: _
			(Y OR BLANK)
ADDRESS: _____			
CITY: _____			
STATE/COUNTRY: _____		ZIP: _____	
DUTY STATUS: _____		INSTALLATION: _____	
-----			
FUNCTIONS:	A= ADD	C= CHANGE	N= NAME SEARCH
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	R= RETRIEVE
			PF12= END

### Non-personnel Action Cash Awards (CASHPAY)

#### Description and Execution

The Non-personnel Action Cash Awards (CASHPAY) template is used to add, retrieve, and change name, address, and awards payment information for a non-personnel action award.

#### Steps to Reach Non-personnel Action Cash Awards

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **1** - Cash Awards.

If you know the award recipient is on the payroll master file or has already received an award through the Non-personnel Action Cash Awards process, you only have to enter the Award Payment Date, Award Type, Case No, and ICB Category. The rest of the data on the screen will be loaded automatically. When you retrieve by SSN only, Award Payment Date will always be pre-loaded along with the display of name and address.

NPPS calculates federal, state, and city tax as well as FICA, HIT, and the net amount appropriately when you enter Gov/Non, State Tax Cd, City Cd, OASDI, and HIT fields. NPPS will update earnings and deductions accumulations for

employees at your installation when you add or change a non-personnel action cash award.





### 3.5.4.3 Cash Awards Query

COMMAND: _____		NPPS					
NAO7130		NON-PERSONNEL ACTION CASH AWARDS REGISTER - QCASH					
-----							
	GROSS	FED	STATE	CITY	FICA	HIT	AWD CNT
NON-ICB:							
ICB AWDS:							
T							
P							
M							
R							
TOTAL:							
GRAND							
TOTAL:							
-----							
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU		PF12= END	

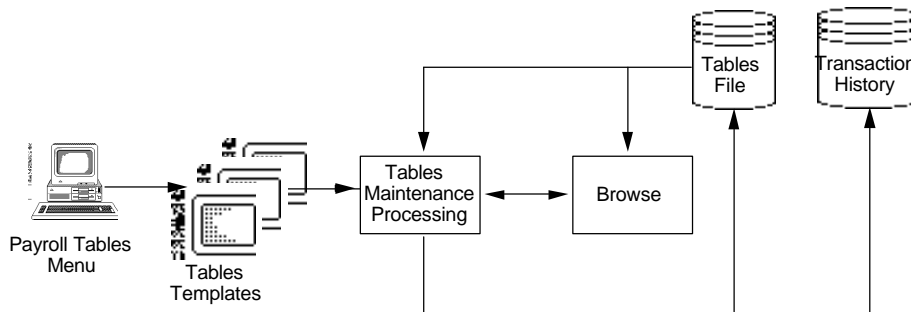
### Non-personnel Action Cash Awards Register (QCASH)

#### Description and Execution

The Non-personnel Action Cash Awards Register (QCASH) template is used to display the totals and grand totals of awards and dollar amounts for NASA, non-NASA government, and non-government employees effective for the current pay period.

#### Steps to Reach Non-personnel Action Cash Awards Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **3** - Cash Awards Query.



**Figure 4.2.3-1 Payroll Tables**

### 3.6 APPLICATION ADMINISTRATION

The Application Administration function for NPPS includes five operations.

- Security Maintenance
- Command and Relational Table Maintenance
- Processing Controls
- Help Maintenance
- Ad Hoc Reporting (SUPER NATURAL)

Some of these operations are accessed through the Application Administration subsystem of NPPS (e.g., security maintenance, command and relational table maintenance, and processing controls). Help maintenance as an operation may be performed from any help screen in the entire NPPS help facility. Ad Hoc Reporting using SUPER NATURAL may be accessed only from the NPPS Main Menu.

The professionals who perform these operations are referred to as Application Administrators. Some have expertise in personnel; others have expertise in payroll. Typically, Application Administrators are responsible, directly or indirectly, for inputting data into NPPS to maintain current employee records and extract data from NPPS for batch reporting and/or payroll purposes. Application Administrators perform the five previously listed vital functions which create a link between their functions as users of NPPS and the system operators and database administrators.

### 3.6.1 Application Administration Menu

```
COMMAND: _____ N P P S
NPO0100 APPLICATION ADMINISTRATION - ADMMENU
-----
CENTER ID:          NPPS VERSION:

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - SECURITY MAINTENANCE
2 - MAINTENANCE UTILITIES
3 - PROCESSING CONTROLS
4 - JOB SCHEDULER

SELECTION  _

-----
PF1= HELP          PF5= MAIN MENU          PF12= END
```

#### **Application Administration (ADMMENU)**

#### **Description and Execution**

The Application Administration (ADMMENU) menu is used to select one of the four operations required to administer NPPS. These tasks are performed by select personnel and payroll professionals at each installation and at the CPO level.

This section of the UOG describes Security Maintenance (option 1) and Processing Controls (option 3). Most of Maintenance Utilities (option 2) discusses batch job maintenance, which is described in Section 5.0, Batch User Capability. However, the portion of Maintenance Utilities which enables you to view and update the command and relational tables is described in this section. Job Scheduler (option 4) enables you to schedule a batch job which has been predefined by the batch job maintenance utilities. Batch job scheduling is also described in Section 5.0.

#### Step to Reach Application Administration

1. At the Main Menu, select **3** - Application Administration.

Throughout the Application Administration subsystem, special sets of function and PF keys will be available to you. These functions and PF keys will be defined in each operation. Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu,

and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

### 3.6.1.1 Security Maintenance

COMMAND: _____	NPPS SECURITY MAINTENANCE
NPO1000	SECURE
-----	
NPPS USERID: _____	FUNCTION: _
NAME: _____	SSN: _ _ _
INSTALLATION:	
INSTALLATION NAME:	
-----	
FUNCTIONS: A= ADD C= CHANGE R= REVIEW D= DELETE	
PF1= HELP	PF2= RESET PASSWORD PF3= PREV SCREEN PF5= MAIN MENU
PF9= COPY SECURITY	PF12= END

## Security Maintenance (SECURE)

### Description and Execution

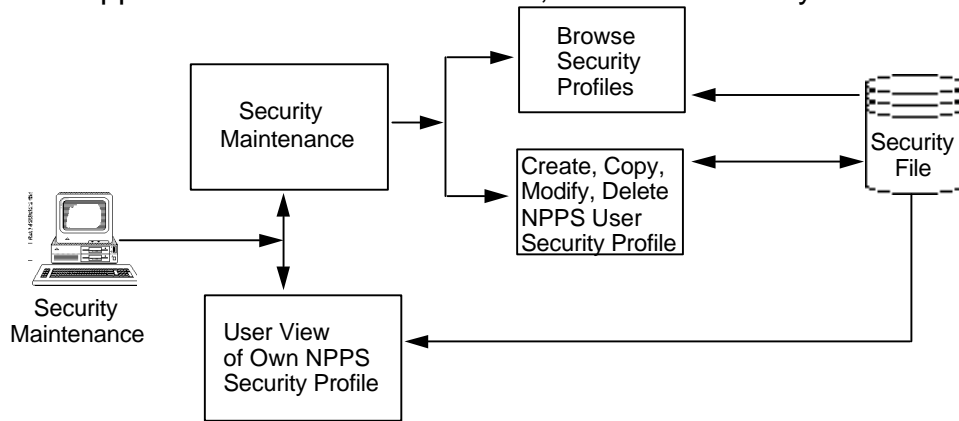
The Security Maintenance (SECURE) template is used by the Security Administrator to set up and maintain the NPPS security profiles for all individuals who use NPPS, as illustrated in Figure 4.3.1.1-1. A Payroll Administrator establishes and maintains security profiles for members of payroll; a Personnel Administrator establishes and maintains security profiles for members of personnel. The NPPS Master Administrator establishes and maintains security profiles for other Security Administrators. Your security profile tells NPPS which subsystems you may access and what tasks you are authorized to perform. You may enter the security section and view only your own security profile without special Security Administrator permissions.

The Consolidated Payroll Office (CPO) Security Administrator maintains the security profiles to process Payroll for each Center. A security profile set up by the CPO User is automatically copied to access to all NASA Centers listed in NPPS Core Table TINSTAL1. CPO User security profile cannot differ between Centers.

### Steps to Reach Security Maintenance

1. At the Main Menu, select **3** - Application Administration.

2. At the Application Administration Menu, select **1 - Security Maintenance**



**Figure 4.3.1.1-1 Security Maintenance**

### Use of Functions

A=Add	Allows a Security Administrator to add a new profile.
C=Change	Allows a Security Administrator to change an existing profile.
R=Review	Allows a Security Administrator to view an existing profile. This function also allows any individual to view his/her own profile.
D=Delete	Allows a Security Administrator to delete an unwanted profile, such as a separated employee.
L=List	Allows a Security Administrator to list the name, SSN, and user-id for each of the security profiles the administrator may maintain. This function is only available from the Security Administrator Permissions template.

### Use of PF Keys

**PF2=Reset Password** - Enables a Security Administrator viewing the Security Maintenance template to reset a user's password.

**PF4=Securfun** - Allows a Security Administrator viewing the Security Profiles listing to proceed to the Functional Security Permissions template rather than return to the Security Administrator Permissions template.

**PF9=Copy Security** - Enables a Security Administrator viewing the Security Maintenance template to copy an existing profile, creating two identical profiles for two different system users. PF9 (Copy Security) causes NPPS to display the Security Copy template. The Security Administrator may then enter the name of the user-id for the original profile, and the user-id, name, and SSN for the user to receive the second and identical profile.

When signed-on as a CPO User, a PF9 will copy a security profile to another CPO User only if the new User's USER-ID begins with the specific CPO-ID.



## Description of Data Processing Results and Output

In order to add, review, change, or copy a profile, you must access and utilize multiple security maintenance templates. Following are the names and descriptions of the six security templates.

Security Menu	Allows the entry of the user-id whose profile is to be added or modified according to the function specified.
Security Copy	Allows a Security Administrator to copy an existing profile, creating two identical profiles for two different system users.
Security Administrator	Allows the review, creation, or maintenance of a Security Administrator profile.
Permissions	Allows a Security Administrator to view a listing of the names and user-ids of the profiles the administrator may maintain. This listing may only be requested of the Security Administrator Permissions template.
Security Functional Level	Allows the review and maintenance of functional level authorizations for a specified profile.
Security Detail Permission	Allows the review and maintenance of detail level authorizations for a specified profile.

The following screen displays a request to review a profile. In this example, the individual who is assigned this profile is a Security Administrator. Therefore, the Security Administrator Permissions template may be viewed.

```

COMMAND: _____ NPPS SECURITY MAINTENANCE
NPO1000              SECURE
-----

NPPS USERID: _____ FUNCTION: _

NAME: _____ SSN: _ _ _

INSTALLATION:

INSTALLATION NAME:

-----

FUNCTIONS:  A= ADD      C= CHANGE    R= REVIEW    D= DELETE
PF1= HELP   PF2= RESET PASSWORD PF3= PREV SCREEN PF5= MAIN MENU
PF9= COPY SECURITY PF12= END
  
```

## Security Maintenance (SECURE)

Establishing a given security profile requires entries on one or more of the three types of Security Permission templates: (1) Functional Security Permissions, (2) Detail Level Permissions, and (3) Administrator Permissions.

**Functional** Every profile must have entries on the Functional Security Permissions template. This is the screen that designates Permissions for the major NPPS processes; master employee record updates, personnel actions, etc.

**Detail** A given security profile may require entries on one or more Level Detail Level Permission template(s). The major processes Permissions which are subdivided into detail levels of permission are identified by a "D" to the right of the function name. For example, both Personnel and Payroll Table Maintenance display a "D" meaning that a given profile may have permission to review and/or update certain tables, but have no access to other tables.

**Administrator** If the security profile is that of a System Administrator, the Permissions profile must also include entries on the Administrator Permissions template.

Throughout the security permission templates, three codes are used to designate the level of permission for a given function: Blank = No Access, R = Review and U = Update.

Blank	User may not view any part of the function.
Review	User may view all portions of the function, but may not change any data.
Update	User may view all portions of the function and update data.

In addition, the code "X" is used to assign individual authority at a template level within a selected functional area. The "X" may be entered for only those functions designated by "D." Detail permission means the individual may view and/or update specific items within the function.

The next few pages illustrate an example security profile. This illustration is provided to further clarify the major three types of templates that may compose a Security Profile.

```

COMMAND: _____ NPPS SECURITY
NP01100 ADMINISTRATOR PERMISSIONS - SECURADM
-----

NPPS USERID: NPSNEW__ FUNCTION: R NAME: KATE JOHNSON SSN: 444 44 4444

          PAYROLL      PERSONNEL      APPLICATIONS

          U              -              -

-----

FUNCTIONS:  C= CHANGE   R= REVIEW   L= LIST(ADMINISTRATOR ONLY)
PERMISSIONS: U= UPDATE  R= REVIEW   BLANK= NO ACCESS
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU   PF12= END
  
```

### Security Administrator Permissions (SECURADM)

On the Security Administrator Permissions (SECURADM) template, the code "U" (Update) in one or more of the three categories of administrator (payroll, personnel, and applications) identifies this profile as a Security Administrator. This means that the individual may add or update other profiles within the same center as the administrator himself. The code "R" (Review) means that the individual may review, but not add or update profiles for other individuals within the same center. If all three categories are left blank when the profile is added, the individual will not be able to update any profiles and he/she will only be able to view his/her own profile. After the profile is added, this template will only be displayed if it has not been left blank, i.e., if one or more of the categories contains a "U" (Update) or "R" (Review).

To see all NPPS user-ids, enter code L. The user must have administrator status to view this list.

COMMAND: _____		NPPS SECURITY			
NP01110		SECURITY PROFILES-SECURLIST			
----- INSTALLATION 9999 -----					
SSN	NAME	USERID	PAYROLL	PERSONNEL	APPLICATIONS
111-11-1111	DAVE	DAVID		Y	Y
222-22-2222	DAVID	NPS1090	Y	Y	Y
333-33-3333	SAM JONES	SAM			Y
444-44-4444	TOM WILSON	TOM			
PF1= HELP		PF3= PREV SCREEN	PF4= SECURFUN	PF5= MAIN MENU	
PF7= BACKWARD		PF8= FORWARD	PF12= END		

## Password List

COMMAND: _____		NPPS SECURITY														
NP01300		FUNCTIONAL SECURITY PERMISSIONS - SECURFUN														
-----																
NPPS PASSWORD: _____		FUNCTION: R		NAME: _____												
				SSN: _____												
---	PAYROLL	----	LEVEL	----	PERSONNEL	----	LEVEL	----	APPLICATIONS	--	LEVEL	--				
PAYBLOCK ACCESS			PERSONNEL ACTIONS		U	D	HELP MAINTENANCE			U						
			PLANNING ACTIONS		U			RELATIONAL TABLES			U D					
Y	Y	Y	Y	Y	Y	Y	Y	Y	MATURE PROCESS			U	PAYROLL CONTROLS	U		
1	2	3	4	5	6	7	8	9	10	SF-50 PROCESS			U	PERSONNEL CONTROLS	U	
(BLANK = NONE, Y = YES)										TABLES MAINTENANCE		U	D	NPPS COMMAND MAINT		U
			ACI PROCESS		U			EXTERNAL COMMANDS			U D					
TIME AND ATTENDANCE			U	D	MASS ACTIONS		X	D	BATCH JOB MAINT			U				
MASTER EMPLOYEE REC			U	D	SERVICE RECORD		U			BATCH JOB SCHEDULE			7			
VOUCHERING			U			PERSONNEL HISTORY		U			BATCH JOB CATEGORY			3		
TABLES MAINTENANCE			U			D				INSTALLATION TABLE			U			
CASH AWARDS			U			D				SUBMIT STARTUP			7			
									SF52 DATA ACCESS			Y D				
									ERROR BYPASS			U				
FUNCTIONS: C= CHANGE						R= REVIEW										
PERMISSIONS: U= UPDATE						R= REVIEW						X= DETAIL		BLANK= NO ACCESS		
PF1= HELP		PF3= PREV SCREEN		PF4= SELECT DETAIL		PF5= MAIN MENU		PF12= END								

## Functional Security Permissions (SECURFUN)

All profiles must have one or more entries on the Functional Security Permissions (SECURFUN) template. The functions are divided into three categories: payroll, personnel, and applications. Typically, payroll clerks will have permission to access functions in only the payroll column and personnel clerks will have permission to access functions in only the personnel column. Supervisors will typically have permission to access functions in two or more columns.

Payroll functions include 10 payblocks and 5 major functions of which 4 possess detail levels of permission. Access to a payblock is indicated by "Y" for yes; blank means no access. Global access to one or more of the 5 major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank.

Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 9 personnel functions. Global access to one or more of the 9 major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Three of the 9 major functions have accompanying detail levels of permission. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 13 application functions. Each will be explained individually as they are unique to the NPPS application and therefore assumed to be unfamiliar to even the most experienced personnel or payroll professional.

Help Maintenance	<p>This function enables authorized individuals at your installation to customize the help screens.</p> <p>The code "U" Update enables the individuals with this profile to add and update help screens. Since all individuals may view the accompanying help screens for all menus and templates which they are allowed to access, the "R" (Review) for review is not necessary and this function may be left blank unless update capability is required.</p>
Relational Tables	<p>Relational Tables Update enables authorized individuals to establish special edit parameters for personnel.</p> <p>Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the Relational Edit Tables. Detail level access to specific tables may be defined by entering X in the corresponding blank. This enables the individuals to update and/or review only selected tables. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.</p>
Payroll Controls	<p>This function enables authorized individuals to update the payroll control data such as Personnel Mature Lock, Default Payblock for Accessions, and other information used in determining how and when to perform certain payroll processing.</p>

The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.

#### Personnel Controls

This function enables authorized individuals to update the personnel data such as Human Resources Office ID, Mail Code and Organization, as well as other information used in determining report cut-off dates, trigger periodic reports, and trigger on-request reports.

The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.

#### NPPS Command

This function enables authorized individuals to define new Maintenance commands or template IDs for use within the NPPS application.

The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.

In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.

#### External Commands

This function enables authorized individuals to define new commands for use with installation-unique user interface systems.

Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the External Commands. Detail level access may be defined by entering **X** in the corresponding blank. This enables the individuals to update and/or review only selected External Commands. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.

Batch Maintenance	<p>This function enables authorized individuals to create new batch jobs and update existing batch jobs.</p> <p>Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the functions which compose Batch Job Maintenance.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>																		
Batch Job Schedule	<p>This function enables an authorized individual to schedule and evaluate the status of batch jobs. Access to this function is indicated by an "R" or the numbers 1-7. The "R" permission enables an authorized individual to view the list of batch jobs and the status of scheduled jobs, but not actually schedule a job. A numeric code will allow the user to schedule a job and alter the status of a scheduled job. The description of each numeric code is as follows.</p> <table> <tr> <td>Code 1</td><td>Schedule Payroll jobs only</td></tr> <tr> <td>Code 2</td><td>Schedule Personnel jobs only</td></tr> <tr> <td>Code 3</td><td>Schedule Other jobs only</td></tr> <tr> <td>Code 4</td><td>Schedule Payroll and Personnel jobs</td></tr> <tr> <td>Code 5</td><td>Schedule Payroll and Other jobs</td></tr> <tr> <td>Code 6</td><td>Schedule Personnel and Other jobs</td></tr> <tr> <td>Code 7</td><td>Schedule any job</td></tr> <tr> <td>R</td><td>Review all jobs</td></tr> <tr> <td>Blank</td><td>No access</td></tr> </table>	Code 1	Schedule Payroll jobs only	Code 2	Schedule Personnel jobs only	Code 3	Schedule Other jobs only	Code 4	Schedule Payroll and Personnel jobs	Code 5	Schedule Payroll and Other jobs	Code 6	Schedule Personnel and Other jobs	Code 7	Schedule any job	R	Review all jobs	Blank	No access
Code 1	Schedule Payroll jobs only																		
Code 2	Schedule Personnel jobs only																		
Code 3	Schedule Other jobs only																		
Code 4	Schedule Payroll and Personnel jobs																		
Code 5	Schedule Payroll and Other jobs																		
Code 6	Schedule Personnel and Other jobs																		
Code 7	Schedule any job																		
R	Review all jobs																		
Blank	No access																		
Batch Job Category	<p>This function defines the type of batch jobs an individual may schedule, providing the individual has update (U) authority for Batch Job Schedule.</p> <p>There are three codes which represent the three batch job categories: 1 = Schedule process jobs only, 2 = schedule report jobs only, and 3 = schedule both process and report jobs.</p>																		
Installation Table	<p>This function enables authorized individuals to update the information for his/her own installation, such as installation name and location, NEBA check name and location, Federal Reserve Bank Name and location, and TSP contact name and phone number.</p>																		

Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the information regarding his/her installation.

#### Submit Startup

This enables an authorized individual to pass the startup job to the Job Entry Subsystem (JES) for execution. This job checks the Batch Job Scheduler for jobs waiting to be executed and passes them one by one to JES. Startup will only pass jobs to JES that match the user's submit startup code. The description of the startup codes is as follows.

Code 1	Startup Payroll jobs only
Code 2	Startup Personnel jobs only
Code 3	Startup Other jobs only
Code 4	Startup Payroll and Personnel jobs
Code 5	Startup Payroll and Other jobs
Code 6	Startup Personnel and Other jobs
Code 7	Startup any job
Blank	No access

#### SF52 Data Access

This option is only available for those who have first been given access to Update or Review SF52 Personnel Action Processing (PERACT52). This access is granted through Personnel Actions Detailed Permission Level (SECURFUN).

This function limits an authorized individual's access to SF52 Personnel Data based on Organization: Assigned or Organization: Located.

"Blank" indicates there is no limitation and all SF52 Personnel Action Data can be accessed.

A code of "Y" is used to limit access to data to those Organization Codes listed on SF52 Data Access Detailed Permission Level screen.

#### Error Bypass

This function enables an authorized individual to bypass the single and relational edits checks which are built into the personnel actions processing. This means that an action may be placed on the suspense file, and even matured, without passing the edit checks.



The only (non-blank) code for this function is "U"  
(Update) which authorizes an individual to bypass the  
built-in edit checks while processing a personnel action.

The following screen represents a Detail Level Permissions template. This level is composed of 11 templates, each representing 1 of the 11 functional security items followed by "D" on the Functional Security Permissions template. A profile will have one or more entries on these templates if one or more of the functional security items is marked with "X." Typically, a single profile will have detailed level permissions for only one or two functional security items depending on the job requirements.

```

* EXAMPLE SECURITY CHANGED. RETURN TO MAIN MENU TO INITIALIZE

COMMAND: _____ NPPS SECURITY
NP01320             DETAIL LEVEL PERMISSIONS - SECURTAB
-----
NPPS USERID:      NPSNEW  FUNCTION: R  NAME: KATE JOHNSON  SSN: 300 33 44
PAYCORE   U  PAYLOCAL  U  PAYTAB    R  TBOND      R  TCASE      R  TCFC   U
TEIC      U  TEMPRID   U  TFIN      U  THAZARD   U  THOLIDAY  R
TICBCAT   U  TLIFE     U  TLIMIT   U  TMAX      U  TMILINT   U  TNEBA  U
TNEBATRV  U  TPREM     U  TRETIR   R  TSEA      U  TSTATE    U  TTAX   U
TUNION    U
-
-
-
-
-
-
-
-
-----
FUNCTIONS:      C= CHANGE      R= REVIEW
PERMISSIONS:    R= REVIEW      U= UPDATE      BLANK= NO ACCESS
PF1= HELP      PF3= PREV SCREEN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

### Detail Level Permissions (SECURTAB)

This specific Detail Level Permissions (SECURTAB) template is for the Payroll Tables Maintenance function. It lists the 24 individual payroll tables by their abbreviated title. To the right of each abbreviated table name is a blank which is used to indicate the access authority for that particular table. Table names followed by "U" (Update) may be viewed and the data they contain may be updated. Table names followed by "R" may be viewed only. Table names followed by a blank may not be viewed. All detail level permissions are granted in the same manner. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

#### Steps to Review a Profile

1. At Security Maintenance, type the user-id of the profile to be reviewed.

2. Type **R** in the Function space.
3. Press **ENTER** to view the name, SSN, and installation of the profile.
4. Press **ENTER** to proceed to the Security Administrator Permissions template if you are reviewing the profile of a Security Administrator. If you are not reviewing the profile of a Security Administrator, you will proceed directly to the Functional Security Permissions template.
5. Place your cursor on any entry to the left of a "D" and press **PF4** (Select Detail) to view the detail level permission for the specified function.
6. Press **PF5** (Main Menu) to return to the Security Maintenance template.

#### Steps to Add a New Profile

1. At Security Maintenance, type the user-id, name, and SSN of the new profile.
2. Type **A** in the Function space and press **ENTER** to begin the Add process.
3. Type the temporary password (twice for verification) to be assigned to the user and press **ENTER** to begin the Add process.
4. Press **ENTER** again to proceed to the Security Administrator Permissions template.
5. Enter the permission levels required on the Security Administrator Permissions template and press **ENTER** to proceed to the Functional Security Permissions template.
6. Enter the permission levels required on the Functional Security Permissions template by entering **U** for update capability, **R** for review only capability, and "blank" for no access.

The functions which are followed by "D" have detail level authorizations. For example, both personnel and payroll tables maintenance functions have detail level authorizations; an individual may be allowed to update some tables, view others, and may not have any access at all to the remaining tables. If an individual is given global authority at the functional level for an item with detail level authorizations, this individual will have the same permission for all the detail level authorizations ("U" for update in the functional level space for personnel or payroll tables maintenance means that the individual using this profile may update all the tables).

To assign detail level authorizations for a given function, enter **X** in the space to the right of the function and press **ENTER**. The cursor will move to the next line automatically.

Return the cursor to the "D" for the function and press **PF4** to view the detail level authorizations. Continue to define the profile by placing **U** or **R** in the appropriate detail authorizations fields and leave the remainder of the fields blank.

7. To grant update authorization for one or more payblocks, enter **Y** in the payblocks of your choice (NPPS will not accept "U" or "R" for these functions).
8. Batch Job Category refers to the authorization for scheduling various jobs. A "1" indicates the individual using this profile may schedule process batch jobs only. A "2" indicates authorization to schedule report batch jobs only, and a "3" indicates authorization to schedule both process and report batch jobs.
9. Press **ENTER** to complete the add process for the new profile. You will receive a message confirming your successful addition of this profile. Press **PF3** (Previous Screen) to view the Functional Security Permissions for the new profile.
10. Press **PF5** (Main Menu) to return to the Security Maintenance template.

**Note:** The steps to changing an existing profile are almost identical to adding a new profile. The Function changes to "C," and you need only make changes on the selected templates.

#### Steps to Copy a Profile

1. At Security Maintenance, press **PF9** (Copy Security) to proceed to the Security Copy template.
2. Type the user-id of the original profile and the user-id, name, and SSN of the user to receive the second and identical profile and press **ENTER**.
3. Type the temporary password (twice for verification) to be assigned to the user.
4. Press **ENTER** to complete the process of copying a profile. You will then see a message which confirms you have successfully completed the profile copy process.
5. Press **PF5** (Main Menu) to return to the Security Maintenance template.

### Steps to Delete a Profile

1. At Security Maintenance, type the user-id of the profile to be deleted.
2. Type **D** in the Function space.
3. Press **ENTER** to view the name and SSN for the profile to be deleted.
4. Press **ENTER** again to view a message asking you to confirm your request to delete this profile by pressing **PF11**.
5. Press **PF11** and view a message which confirms the profile has been deleted.

### Steps to Define Data Access Restrictions

Data access restrictions are only in effect during SF52 Personnel Action processing. Authorization to access an employee's personnel record is determined by Organization: Assigned or Organization: Located listed on SF52 Data Access Restrictions screen.

1. At the Functional Security Permissions template, enter a **Y** for SF52 Data Access located under the Applications column.
2. Press **PF4** to set the detail level authorizations (refer to the following screen). Three levels of restrictions may be defined.

Specific/Level - Only personnel records with organization codes or levels matching the codes entered at this level may be accessed. Up to 10 individual organization codes/levels may be listed. When specifying levels, up to five organization levels may be listed; however, each lower level organization code must be preceded by its corresponding higher level organization code.

Range - Only personnel records with organization codes falling alphabetically between the codes entered at this level may be accessed. Both the "to" and "from" organization codes must be listed.

3. To remove restrictions, enter a "blank" for SF52 Data Access.

```

COMMAND: _____ NPPS SECURITY
NP01330 SF 52 DATA ACCESS RESTRICTIONS
-----
NPPS USERID : FUNCTION: _ NAME: SSN:

ACCESS PERMISSIONS ORGANIZATION ASSIGNED CODES
-----
SPECIFIC/LEVEL _____
SPECIFIC/LEVEL _____

RANGE _____ - _____

ACCESS PERMISSIONS ORGANIZATION LOCATED CODES
-----
SPECIFIC/LEVEL _____
SPECIFIC/LEVEL _____

RANGE _____ - _____
-----
FUNCTIONS: C= CHANGE R= REVIEW
PF1= HELP PF3= PREV SCREEN PF12= END

```

## SF 52 Data Access Restrictions

### 3.6.1.2 Command and Relational Table Maintenance Menu

```

COMMAND: _____ N P P S
NP02000 MAINTENANCE UTILITIES --MAINTUTL
-----

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - COMMAND TABLE
2 - BATCH JOB MAINTENANCE
3 - RELATIONAL TABLES

SELECTION _

-----
PF1= HELP PF5= MAIN MENU PF12= END

```

## Maintenance Utilities (MAINTUTL)

### Description and Execution

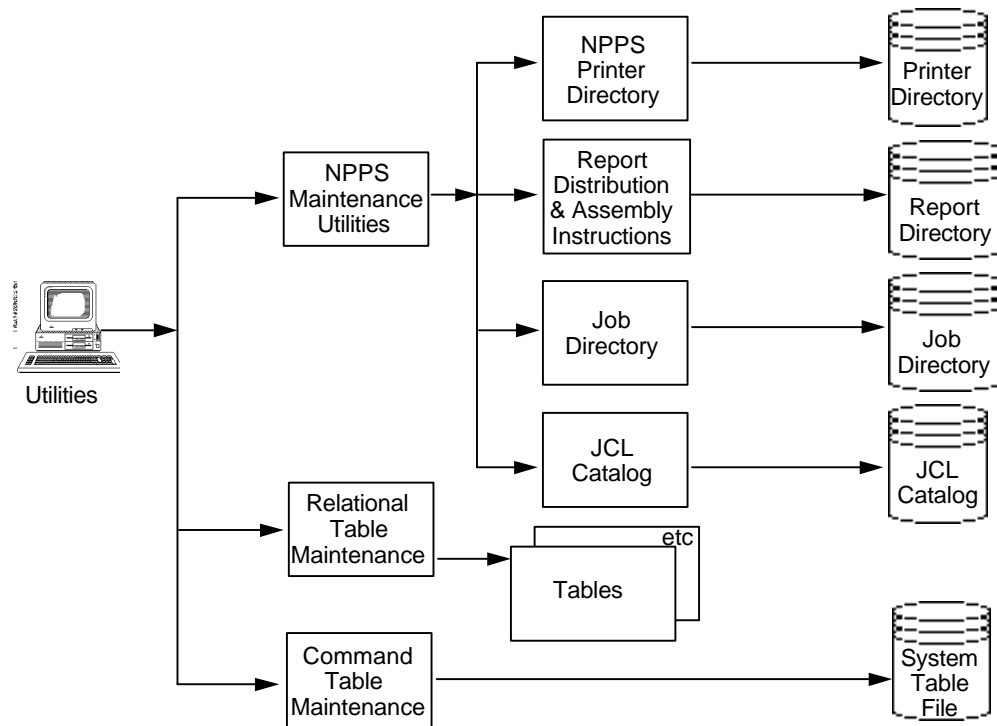
The Maintenance Utilities (MAINTUTL) menu enables you to select command table maintenance, batch job maintenance, or relational tables maintenance, as

illustrated in Figure 4.3.1.2-1, Utilities. The Batch Job Maintenance option is not described in this section, since it is fully explained in Section 5.0.

- 1 - Command Table: Enables authorized individuals to define new commands or template ID.
- 3 - Relational Tables: Enables authorized individuals to establish special edit parameters for personnel.

#### Steps to Reach Maintenance Utilities

1. At the Main menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.



**Figure 4.3.1.2-1 Utilities**

### 3.6.1.2.1 Command Table

```

COMMAND: _____ NPPS
NPO2100          COMMAND TABLE UPDATE - CMDTBL
-----

FUNCTION: _    TEMPLATE: _____ SUB-SYSTEM: _  AA - ADMINISTRATION
                                                    PA - PAYROLL
                                                    PE - PERSONNEL
                                                    EX - EXTERNAL SYSTEM
                                                    SC - SYSTEM COMMAND

PROCESSOR: _____ DESC: _____ INDEX:

COMMAND LINE PROCESSING ALLOWED? (Y/N) _

LOCAL TABLE (Y/N) _

-----
FUNCTIONS:  A= ADD   B= BROWSE  C= CHANGE  D= DELETE  N= NEXT  R= RETRIEVE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

## Command Table Update (CMDTBL)

### Description and Execution

The Command Table Update (CMDTBL) template enables authorized individuals to view and update the command entries or template IDs. You may add a new command, browse through a list of commands, change an existing command, delete an existing command, view the next command in the table, or retrieve the command of your choice. The functions available for command maintenance are also available for template ID Maintenance.

You may not change the template (name), subsystem, or index once a template ID or command has been added. However, you may update the other input fields as desired. If you want to change a template (name) or subsystem, you must first delete the existing template ID or command and then add the "updated" template (name) as a new template ID or command.

### Steps to Reach Command Table Update

1. At the Main menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **1** - Command Table.

### Steps to Maintain a Command or Template ID

1. Enter the required function: **A**=Add, **B**=Browse, **C**=Change, **D**=Delete, **N**=Next, or **R**=Retrieve.
2. Enter the Template as the name of the command or template ID to be maintained.
3. To identify the subsystem to which the template belongs, enter one of the following abbreviations: **AA** - Administration, **PA** - Payroll, **PE** - Personnel, **EX** - External System, or **SC** - System Command.
4. Enter the Processor as the object module the command processor will execute when that template (command) is entered in the command line.
5. Enter the Description of the processor.
6. In the Command Line Processing Allowed space, enter **Y** to allow command line processing for this template; enter **N** not to allow command line processing.
7. If the command or Template ID is used to initiate a table maintenance process, enter **Y** in the Local Table space if the table this command/template ID will process is local; enter **N** if the table is core.

**Note:** Index refers to the system generated number for the security of this template.



### 3.6.1.2.2 Relational Tables

```

* END OF DATA (TO REPEAT LIST, HIT ENTER)

COMMAND: _____ NPPS
NPO2500 RELATIONAL EDIT TABLES MENU - RELTAB
-----
SEL      OPM      SEL      OPM      SEL      OPM      SEL      OPM
  EDIT      EDIT      EDIT      EDIT      EDIT      EDIT
-----
-  RAPPENDG  -  RAPPENDI  -  RAPPENDJ  -  RAPPENDR
-  RAPPENDU  -  RDCK      -  RDDE      -  RELTAB
-  REX2      -  RGRQ      -  RLWA      -  RNOO
-  RPPL      -  RPPO      -  RPSH      -  RPSI
-  RPSK      -  RREQFLD   -  RSLQ      -  RSLs
-  RSML      -  RSPC      -  RSPD      -  RSPE
-  RSPHPPLN  -  RSPHPRAT  -  RSPL      -  RSPN
-  RSRA      -  RSRV      -  RSRW      -  RSRX
-  RSTK      -  RSUB      -  RTNK
-----
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12=  END

```

### Relational Edits Table Menu - RELTAB

#### Description and Execution

The Relational Edits Table Menu (RELTAB) enables an authorized individual to select a relational table to be edited. This screen displays a list of the Table IDs for all relational edit tables. To view or maintain one of these tables, enter a **X** next to the desired table ID and press **ENTER**. You will then proceed to a view of the first entry for the table you specified.

The view of the specified table will look different depending on the table chosen. If you choose RAPPENDG, RAPPENDI, RAPPENDJ, RAPPENDR, RAPPENDU, RDDE, REX2, RLWA, RNOO, RPPO, RPSH, RPSI, RREQFLD, RSLQ, RSLs, RSPC, RSPD, RSPE, RSPHPPLN, RSPHPRAT, RSPL, RSRA, RSRV, RSRW, RSRX, RSTK or RSUB from the RELTAB menu, the view will look similar to the APPENDIX G (RAPPENDG) table shown.

PF12= END

## Appendix G - RAPPENDG

If you choose RDCK, RGRQ, RPPL, RPSK, RSML, RSPN, or RTNK from the RELTAB menu, the view will look similar to the two versions of the Relational Edit - RPSK table shown below. The first view represents the TRIGGER portion of the edit. The Trigger is the value of a specific field which initiates a check for an acceptable Edit Value in another field. The second view represents the EDIT VALUE portion of the edit. PF9 is used to toggle between the two views. All possible values that can trigger the edit are entered using the Trigger view. All valid values based on the trigger value are entered using the Edit Value view. The text of the edit displayed on both views is derived from table TOPMMSG. The Change function is not allowed on these edits. You can only Add or Delete entries.

```

COMMAND: _____ NPPS
NPO2501 RELATIONAL EDIT - RPSK
-----
TRIGGER

FUNCTION: R

THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142$$, 143$$, 145$$,
146$$, 147$$, 148$$, 149$$, 542$$, 543$$, 546$$, 548$$ OR 549$$ (APR '96)

NOAC 142__

-----
FUNCTIONS: A= ADD B= BROWSE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= EDIT VALUE PF12= END

```

### Relations Edit - RPSK (TRIGGER)

```

COMMAND: _____ NPPS
NPO2501 RELATIONAL EDIT - RPSK
-----
EDIT VALUE

FUNCTION: R

THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142$$, 143$$, 145$$,
146$$, 147$$, 148$$, 149$$, 542$$, 543$$, 546$$, 548$$ OR 549$$

POSOCC 3

-----
FUNCTIONS: A= ADD B= BROWSE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= TRIGGER PF12= END

```

### Relations Edit - RPSK (EDIT VALUE)

While viewing the specified table, you may select to add a new entry, browse a list of entries, change an existing entry (unless otherwise specified), delete an existing entry, view the next entry in the table, or retrieve (jump to) the entry of your choice. Enter the letter representing your choice of functions in the Function blank.

Steps to Reach Relational Tables

1. At the Main Menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **3** - Relational Tables.

### 3.6.1.3 Processing Controls Menu

```
COMMAND: _____      N P P S
NPO3000      PROCESSING  CONTROLS  --PROCNTL
-----

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - PAYROLL PROCESSING CONTROL
2 - PERSONNEL PROCESSING CONTROL
3 - INSTALLATION TABLE

SELECTION  _

-----

PF1=  HELP      PF5=  MAIN MENU      PF12=  END
```

### Processing Controls (PROCNTL)

#### Description and Execution

The Processing Controls (PROCNTL) menu allows you to select one of the three options described below.

- 1 - Payroll Processing Control: View or update the Payroll Controls Table
- 2 - Personnel Processing Control: View or update the Personnel Controls Table
- 3 - Installation Table: View or update the Installation Code Table

#### Steps to Reach Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.

### 3.6.1.3.1 Payroll Processing Control

COMMAND: _____		NPPS	
NPO3100		PAYROLL PROCESSING CONTROL - CTLPAY	
-----			
FUNCTION: _			
MANUALLY CONTROLLED			
PRIOR LEAVE YEAR ENDING DATE _____			
MATURE LOCK (Y/N) _	NEBA YEAR _	PARTIAL/FURLOUGH (Y/ ) _	
DEFAULT PAYBLOCK FOR ACCESSIONS _		TALC INSTALLED (Y/ ) _	
TAEDIT SCROLL SEQUENCE _ (1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)			
////////// AUTOMATICALLY UPDATED WITH OVERRIDE //////////			
PAYROLL TABLE LOCK (Y/ ) _	TSP EFFDATE _____		
TSP TAPE SEQ _____	TAX QUARTER _		
PAY PERIOD _____	CURRENT LEAVE PERIOD _____		
CURRENT PP BEGINNING DATE _____	MONTH TO DATE (Y/N) _		
CURRENT PP ENDING DATE _____	NUMBER OF LEAVE PERIODS THIS YEAR _		
FEGLI YR _____	PAYROLL DATA LOCK (Y/ ) _		
-----			
FUNCTIONS:	A= ADD	C= CHANGE	D= DELETE R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

## Payroll Processing Control (CTLPAY)

### Description and Execution

The Payroll Processing Control (CTLPAY) template is used to display and update payroll control data defined in the Payroll Control Table. NPPS uses this data to determine if certain processing, such as quarterly processing, should be performed. This information is also used to obtain the pay period date for reports and other processing, and to determine if special or periodic processing is required. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

### Steps to Reach Payroll Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **1** - Payroll Processing Control.

While viewing the Payroll Processing Control template, you may add new data, change existing data, delete existing data, or retrieve the data. Enter the letter representing your choice of functions in the function blank.

Description of User Inputs for Payroll Processing Control

Manually Controlled Values:

Prior Leave Year Ending Date      Enter pay period ending date of the last leave period of the prior leave year. This field is printed on the SF 1150 (Core Report 409).

Mature Lock (Y/N)                      Enter **Y** to stop online personnel mature processing before the pay is computed.

CPO Center                                CPO User Enters 'Y' or 'N' using 'C' Change Function, Mature Lock generates a 'window' listing all NASA Centers. The Mature Lock, when set, is independent of each Center.

```

: _____ NPPS

NPO3100          PAYROLL PROCESSING CONTROL - CTLPAY

-----

FUNCTION: C

                MANUALLY CONTROLLED

PRIOR LEAVE YEAR ENDING DATE

MATURE LOCK (Y/N)  Y      _____      UGH (Y/ )  _

DEFAULT PAYBLOCK FOR ACCESSI      PLEASE MARK THE CENTERS      D (Y/ )  _

TAEDIT SCROLL SEQUENCE  4      YOU WISH TO PROCESS      ME 3=SSN 4=NAME)

//////////////////// AUTOMA      Y  1000      //////////////////////

                                N  2100

PAYROLL TABLE LOCK (Y/ )  _      N  2200      97

TSP TAPE SEQ  4____      N  2300

PAY PERIOD    04      N  2400      03

CURRENT PP BEGINNING DATE 02      N  5100      Y

CURRENT PP ENDING  DATE  02      N  6200      ODS THIS YEAR  26

FEGLI YR  1997      N  6400      / )  _

-----      N  7200      -----

FUNCTIONS:      A= ADD      N  7600      R= RETRIEVE

PF1=  HELP      PF3=  P      _____      PF12=  END
  
```

## Payroll Processing Control - CTLPAY



NEBA Year	Enter the date to be used in NEBA calculation.
Default Payblock for Accessions	Enter the payblock number that NPPS will automatically assign to an accession (NOAC 1** or ***A) at the time that it is matured. This assignment may be changed later by payroll professional.
TALC Installed	Enter a <b>Y</b> to indicate that the Time, Attendance, and Labor Collection/Labor Distribution System (TALC/LD) has been installed. This will tell NPPS to create TALC notifications of NPPS actions. The TALC/LD System is not used at this time.
T&A Scroll Option	Enter <b>1</b> , <b>2</b> , <b>3</b> , or <b>4</b> to determine the scrolling order TAEDIT online will use.
Values to be Automatically Updated in Batch:	
Payroll Table Lock (Y/ )	Enter <b>Y</b> to stop table changes after the initial pay computation processing (i.e., lock out online processing).
TSP Effdate	The date to be used for TSP validation, TSP BP Tape, and the TSP Journal Voucher. Date is the current PP Ending Date plus 10 days.
TSP Tape Seq	Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.
Tax Quarter	Calendar year quarter (blank, 1-4); will be blank until the last full pay period of the quarter, then it is set to a number which indicates NPPS should generate the quarterly reports produced in the current pay period.
Pay Period	Pay period number (1-27).

Current Leave Period	Leave period number (1-27).
Current PP Beginning Date	Pay period start date (always a Sunday).
Month-to-Date (Y/N)	Indicate "Month-end" with <b>Y</b> and "Not Month-end" (i.e., off-month) with <b>N</b> .
Current PP Ending Date	Thirteen days from the above PP starting date (always a Saturday).
Number of Leave Periods	Number of leave periods in the current year (26 or 27).
FEGLI Year	The year to be used for FEGLI Age Group calculation.
Payroll Data Lock	Enter <b>Y</b> to stop master file updates after the final reports process has begun (i.e., lock out online processing and Payroll Mature).

### 3.6.1.3.2 Personnel Processing Control

COMMAND: _____		NPPS	
NPO3200		PERSONNEL PROCESSING CONTROL - CTLPER	
-----			
FUNCTION: _			
OFFICE ID _____		REPORT 150,151	
MAIL CODE _____		REPORT 250,251,254,369,372	
CONTACT _____		REPORT 250,251,254,369,373	
ORG HIERARCHICAL STRUCTURE _____		REPORT 150	
TSP ENROLLMENT DATE (MM DD YY) _ _ _		REPORT 254	
SIGNATURE CODES: APPROVING OFFICIAL _		REPORT 151	
TSP SEASON INDICATOR _		EDITING	
MATURE RUNNING (Y/N) _		INPUT CONTROL	
POSITION'S _____		SF 50/52	
ORG LOCATION _____		PERFORMANCE DATE CODE _	
-----			
FUNCTIONS: A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE			
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END			

## Personnel Processing Control (CTLPER)

### Description and Execution

The Personnel Processing Control (CTLPER) template is used to display and update personnel control data defined in the Personnel Control Table. This data is used by NPPS to determine report cut-off dates, trigger periodic reports, and trigger on-request reports. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

### Steps to Reach Personnel Processing Control

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **2** - Personnel Processing Control.

While viewing the Personnel Processing Control, you may add new data, change existing data, delete existing data, or retrieve the data of your choice. Enter the letter representing your choice of functions in the function blank.

Description of User Inputs for Personnel Processing Control

Office ID	Enter the OPM designated number to print on Core Reports 150 (block 48), 151, and Payroll Report 314.
Mail Code	Enter the Mail Code to print on Core Reports 250, 251, 254, 369, and 372.
Contact	Enter the Human Resources contact to print on Core Reports 250, 251, 254, and 369.
ORG Hierarchical	Enter the default hierarchical structure for the organizations at your installation. NPPS uses this structure to locate organizational names for printing on SF 50s (For further explanation, refer to Section 4.1.5 under the subheading Interrelationships).
TSP Enrollment Date	TSP Enrollment Date to appear on Core Report 254. Used to determine TSP Eligibility Code for Employee Express Extract to OPM. Used to determine TSP Status Code when employee stops TSP contributions. Must be changed on the first day of Open Season, to be the first day of the first full pay-period in the enrollment month.
Signature Code:	Enter the Signature Code that corresponds to the signature Approving Official to print on Core Report 151.
TSP Season Indicator	Indicates whether the TSP season is Open (O) or Closed (C). When the TSP Season is set to Closed, NPPS will only accept TSP Status Codes of Ineligible (I) or Terminated (T). You must change the indicator to Open (O) in order to hire employees with a TSP status of Yes (Y), No (N), or Eligible (E) without bypassing

the edits.

#### Mature Control

This code is program generated, but may be overridden. If you initiate a run of the mature process, NPPS checks this field to verify another mature process is not already running (i.e., this field will have a value of "N"). Then NPPS sets the field to "Y" and begins the mature process you requested. When the mature process is finished, NPPS resets this field to "N" so another mature process may be run at your option. Should NATURAL go down while a mature process is running, you may need to manually reset this field to "N" before you can restart the mature process.

#### Position's Org Location

Enter the name, city, and state where the organization is located as it is shown on the position description to print on the SF 50/52, blocks 14 and 22.

#### Performance Date Code

Enter a blank to bypass the automatic performance date calculation, a '1' for the EOD Date to be used in the calculation, or a '2' for the current performance evaluation effective date to be used.

**Note:** There is only one personnel processing control record per installation. This record is automatically retrieved when you move to the Personnel Processing Control template. You may change the record using the function code "C." You do not need to use the function code "R" for retrieve in order to view this record since all information in the record was entered when NPPS was installed at your site. It is unlikely, therefore, that you will add or delete this record.

### 3.6.1.3.3 Installation Name

```

COMMAND: _____ NPPS
NPO3300          INSTALLATION NAME - TINSTALL    1 OF 2
-----
FUNCTION:  _      DUTY STATION: _____
INSTALLATION NAME/ADDRESS/CITY-STATE-ZIP  ADDITIONAL ADDRESS FOR SSA TAPE
_____  
_____  
_____ FEDERAL TAX W2 ID: _____

*--- FEDERAL RESERVE BANK ----- V O U C H E R ----- TSP CONTACT -----*
NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP
_____  
_____  
_____ NAME: _____
PHONE: _____
LOC: _____

APPROPRIATION CODE: _____
BOND FEDERAL RESERVE BANK CITY: _____
PAYROLL OFFICE NO: _____ AGENCY CODE: _____
-----
FUNCTIONS:  A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF7= BACKWARD
PF8= FORWARD    PF12= END_

```

### Installation Name - TINSTALL (Page 1)

```

COMMAND: _____ NPPS
NPO3300          INSTALLATION NAME - TINSTALL    2 OF 2
-----
FUNCTION:  _      V O U C H E R
*----- NEBA CHECK -----*

      DEFAULT NEBA CHAPTER      ALTERNATE NEBA CHAPTER (1)
NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP  NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP
_____  
_____  
_____
_____  
_____  
_____

-----
FUNCTIONS:  A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF7= BACKWARD
PF8= FORWARD    PF12= END_

```

### Installation Name - TINSTALL (Page 2)

## Description and Execution

The Installation Name (TINSTALL) template is used to display and update the Installation Code Table. Each NASA installation represents one table entry, and there is one for the center 'NASA' representing the CPO.

### Steps to Reach Installation Name

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **3** - Installation Table.

### Description of User Inputs for Installation Name Table

In order to retrieve the data for your installation, enter the function code **R** and your installation code, then press **ENTER**. To change data for your installation, change the function code to **C** and type in your changes, then press **ENTER**. The CPO record must be updated by an adhoc; it is not accessible on-line.

		<u>Source</u>
Installation Code	Code which identifies the installation.	User
Installation Name	Name of the installation.	User
Installation Address	Address of the installation.	User
Installation Duty Station	Duty station code which will be used on certain reports.	User
Additional Address For SSA Tape	Additional address lines used to further identify the installation address when submitting the SSA tape during pay year-end processing.	User
Federal Tax W2 ID	ID assigned by the federal government to the installation; it is read from here and placed on every W-2 during pay year-end processing.	User
NEBA Check: Name Address City-State-Zip	Name and address of the institution which receives the NEBA pay from the installation each pay period. Two sets are provided. One for the Default NEBA Chapter and another for the Alternate NEBA Chapter.	User

Federal Reserve Bank: Name Address City-State-Zip	Name and address of the federal reserve bank which receives the tax pay from the installation each pay period.	User
Appropriation Code	Up to two other appropriation codes may be entered which may be used for other agencies (e.g., Army, when vouchering). These codes appear on the SF 1166 Voucher Schedule of Pay.	User
TSP Contact Name	Name of the installation TSP contact which appears on TSP tape.	User
Phone	Phone number of the installation payroll contact which appears on TSP tape and EFT tape.	User
Location	Sixteen-digit number which represents the installation and appears only on TSP tape.	User
Agency Code	Four-digit number which will be assigned (as a default) for accessions.	User
Payroll Office Number	Eight-digit number which identifies the agency and appears on EFT tape and NET tape.	User
Bond Federal Reserve Bank City	Fifteen-digit number which identifies the Bond Federal Reserve Bank City for payroll Core Report 406.	User



### 3.6.1.4 Help Maintenance

You may access the help facility by pressing **PF1** (Help) from any menu or template in the entire NPPS.

For example, to access help while viewing the following Master Employee Record Data Entry Menu, press **PF1**.

```
COMMAND: _____ NPPS
NAO1000      MASTER EMPLOYEE RECORD DATA ENTRY MENU - MMER
-----
                        ENTER ONE OF THE FOLLOWING SELECTIONS: _

                        1 - MASTER SELECTION MER MENU
                        2 - EMPLOYEE LOCATION MENU
                        3 - CURRENT PP PAY ACTIONS MENU
                        4 - LEAVE HOURS ADJUSTMENTS MENU
                        5 - DOLLAR ACCUMULATIONS ADJUSTMENTS MENU
                        6 - MER CONTROLS AND QUERIES MENU
                        7 - PAYROLL SUSPENSE MAINTENANCE QUERY
                        8 - MASS AND GLOBAL TRANSACTIONS MENU
                        9 - START NEW EMPLOYEE ADD CHAIN

-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU      PF12=  END
```

### Master Employee Record Data Entry Menu

You will then proceed to the first page of the help screen(s) that accompany this particular menu PF1 (refer to the following screens). The help screen(s) which accompany menus always describe the choices available from the menu. The help screen(s) that accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.

```

NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: MMER           PAGE NUMBER: 1       FUNCTION: R
-----

USE:                          TO:

1 - Master Selection MER Menu  Access any of the MER Modules pertaining
                                to deductions, pay adjustments, leave
                                adjustments, YTD, query, miscellaneous,
                                suspend, and mass.

2-  Employee Location Menu     Display/update information pertaining to
                                distribution of pay-related data.

3 - Current PP Pay Actions Menu Process current pay period actions.

Screen 1 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY
  
```

## Help Facility for MMER (Page 1)

```

NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: MMER           PAGE NUMBER: 2       FUNCTION: R
-----

USE:                          TO:

4 - Leave Hours Adjustments Menu  Update an employee's record to
                                reflect leave hours.

5 - Dollar Accumulations Adjustments Menu Change an employee's dollar
                                accumulation amounts.

6 - MER Controls and Queries Menu  Display an employee's payroll
                                information.

Screen 2 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY
  
```

## Help Facility for MMER (Page 2)

S0004		NPPS	
MODE: DISPLAY		HELP FACILITY	
TEMPLATE ID: MMER	PAGE NUMBER: 3	FUNCTION: R	
-----			
USE:	TO:		
7 - Payroll Suspense Maintenance Query	Display suspended payroll information for an individual employee or group of employees.		
8 - Mass and Global Transactions Menu	Access the option to perform mass changes on payroll information.		
9 - Start New Employee Add Chain	View a list of new employees and initiate the add chain.		
Screen 3 of 3			
-----			
FUNCTIONS: A= ADD C= CHANGE D= DELETE I= INSERT R= RETRIEVE			
PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY			

## Help Facility for MMER (Page 3)

### Help Screen Conventions

Each help screen, or set of help screens, is unique because it describes the function of the menu or template it accompanies. However, all help screens share some common features and functions.

Title Line One (from left to right):

**Mode** This field indicates whether the help facility is displaying the screen in the Display mode, or Update mode. While in the Display mode, the screen may be viewed, but its contents may not be changed. However, in the update mode, the contents of the screen you are viewing may be modified. When the help facility is first requested, NPPS always presents the help screen(s) requested in the Display mode.

**NPPS Help Facility** This title appears at the top center of all help screens.

Title Line Two (from left to right):

**Template ID** This field displays the abbreviated name of the menu or template the help screen accompanies. For example, the help screen which accompanies the Master Employee Record Data Entry Menu has the template ID of MMER.

**Page Number** This number represents the page sequence within a set of help screens. When the help facility is first requested, NPPS displays the first screen in the set of screens (i.e., page 1).

**Function** This field identifies the function you want to perform while viewing the help screen. While you are in the Display mode, the function will always be "R" for retrieve. You may change the function only after you have changed the mode to Update.

**Bottom Line One (from left to right):**

This line displays the five functions available while in the Update mode. While in the Display mode, NPPS requires the function to be "R" for retrieve.

**A=Add** Allows you to add a new help screen. You may type in a new template ID and/or page number prior to the add process in order to produce an entirely new screen. This function allows you to expand the help facility to include assistance for requirements that are unique to your installation.

**C=Change** Allows you to change the contents of the help screen you are viewing.

**D=Delete** Allows you to delete an entire screen at the time you are viewing it. If the screen was part of a set of screens, the page number of any remaining subsequent screen will automatically be renumbered.

**I=Insert** Allows you to insert a new page preceding the screen you are viewing. The newly inserted screen will have the same template ID and page number as the original screen you were viewing when the insert request was made. NPPS automatically sets the function on the new screen to change, allowing the inserted screen to be filled with new information. The page number of the original screen and every screen thereafter will be automatically increased by one.

**R=Retrieve** Allows you to retrieve a help screen. To view a screen within the help facility while you are viewing a different help screen, type in the template ID and page number of the screen you want to view, and NPPS will display the specified screen.

Bottom Line Two (from left to right):

PF1=Top	Moves the cursor to the top left corner of the help screen.
PF2=Disp/Updt Mode	Allows you to switch from the Display mode to the Update mode and from the Update mode back to the Display mode.
PF3=End	Allows you to leave the help facility and return to the menu or template which you were viewing when you originally requested help.
PF4=DD	Allows you to access the data dictionary.
PF7=Bkwd	Allows you to move through a set of help screens one page at a time, in decreasing page number order.
PF8=Fwd	Allows you to move through a set of help screens one page at a time, in increasing page number order.
PF9=Copy	Allows you to copy an existing set of help screens so that you have two sets with two different template IDs, but identical contents.

### Help Screen Maintenance

Authorized individuals may modify the narratives on the help screens by performing any of the procedures explained as follows. Changes made to the help facility are a permanent part of an installation's NPPS system; they may be viewed by any individual who can access the corresponding template or menu. There is no limit to the number of changes that an installation can make to its help facility.

### Steps to Retrieve a Specific Help Screen

1. From any template or menu, press **PF1** (Help).
2. Press **PF8** (Forward) and **PF7** (Backward) to move through a set of help screens; or tab to the Page Number field and type in the number of your choice, then press **ENTER** to proceed to the specified page number.
3. Enter a different abbreviated template or menu name in the Template ID field and the desired page number, then press **ENTER** to proceed to the specified help screen.

4. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

**Note:** Any individual may execute the help screen retrieve procedure.

#### Steps to Change the Contents of a Help Screen

1. Retrieve the help screen to be changed.
2. Press **PF2** to change the mode to Update.

**Note:** The function automatically becomes "C" for change.

3. Change the contents of the screen.
4. Press **ENTER** and view a message which indicates the changes have been saved.
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

#### Steps to Insert a Page Within a Set of Help Screens

1. Retrieve the help screen in front of which a new screen is to be inserted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **I** for insert.
4. Press **ENTER** and view the newly inserted screen which has the same template ID and page number as the original screen. The original screen, and any subsequent screens, will be renumbered so their page number is increased by one. The function will automatically change to "C" so the newly inserted screen may be filled with new information. (Refer to "Steps to Change the Contents of a Help Screen" above.)
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

#### Steps to Add a New Set of Help Screens

1. Retrieve any help screen.
2. Press **PF2** to change the mode to Update.

3. Change the function to **A** for add.
4. Type in the template ID and page number for the new screen.
5. Press **ENTER** and view the newly added screen with the new template ID and page number you specified. You may now revise the screens to change the contents you specify.
6. Press **PF2** in order to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

#### Steps to Delete a Help Screen

1. Retrieve the help screen to be deleted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **D** for delete.
4. Press **ENTER** and view a message which prompts you to confirm deletion of this screen by pressing **PF11**.
5. Press **PF11** to delete the screen and view a message that the specified screen has been deleted. Any subsequent screens within the set will be renumbered accordingly.
6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

#### Steps to Copy a Help Screen

1. Retrieve the help screen or set of screens to be copied.
2. Press **PF9** to proceed to the Copy help screen.
3. Type in the template ID of the existing help screen or set of screens from which you want to copy.
4. Type in a new template ID for the new screen or set of help screens to which you want to copy and press **ENTER**.
5. Type in the new template ID and view the new help screen or set of screens which are the result of the copy process. You now have two different screens or sets of screens with identical contents and unique template IDs.

6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.



### 3.6.1.5 Ad Hoc Reporting (Super Natural)

```

                                NPPS
                                M A I N   M E N U
-----
                                -----

                                ENTER YOUR PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:

                                1 - PERSONNEL
                                2 - PAYROLL
                                3 - APPLICATION ADMINISTRATION
                                4 - EXIT TO SUPER NATURAL

                                NPPS PASSWORD                                SELECTION _

                                -----
                                PF1=  HELP                                PF12=  END

```

#### Exit to SUPER NATURAL

#### Description and Execution

The adhoc reporting tool recommended for use with NPPS is SUPER NATURAL. Selecting EXIT TO SUPER NATURAL (option 4) from the NPPS Main Menu takes you directly to your SUPER NATURAL private library. If you receive a message stating you are not authorized to use SUPER NATURAL, contact your supervisor or SUPER NATURAL system administrator to obtain this authorization. SUPER NATURAL is a commercial product which is distributed and maintained by Software AG. Since you should have access to a SUPER NATURAL User's Manual (also produced by Software AG) the UOG does not explain the use of SUPER NATURAL. Each installation has the responsibility to provide its members with training in basic SUPER NATURAL query and reporting skills.

To learn how to use SUPER NATURAL in conjunction with the NPPS data files, however, we recommend you take one of the NPPS Query and Reporting courses.

## 4. BATCH USER CAPABILITY

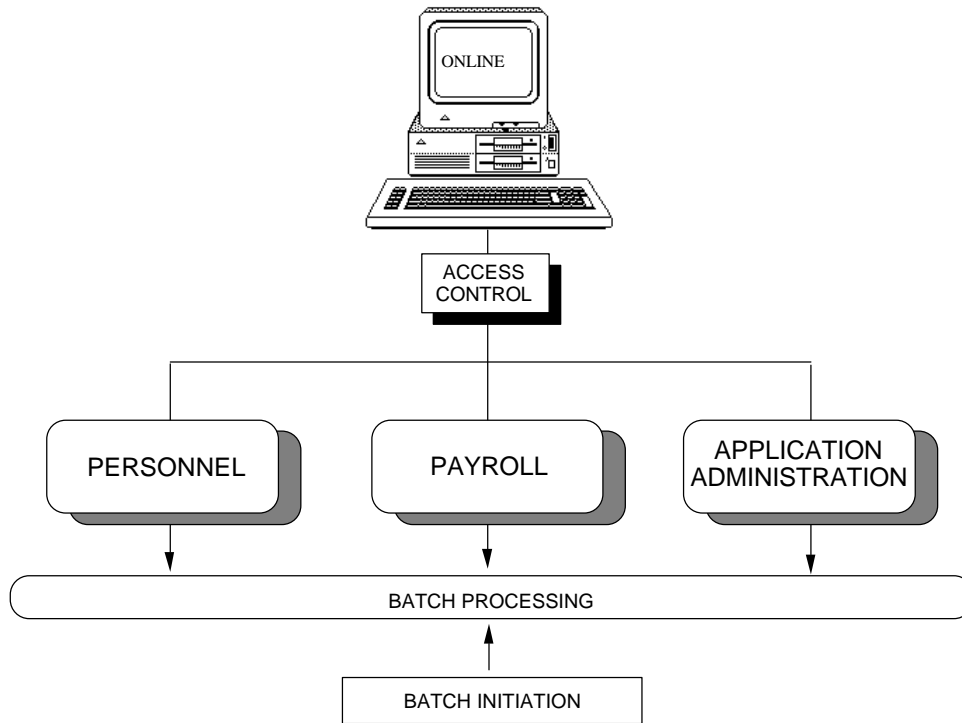
Batch processing allows NPPS processes to be executed at a later time (refer to Figure 5.0-1, Batch Processing). It is the environment within which all hardcopy

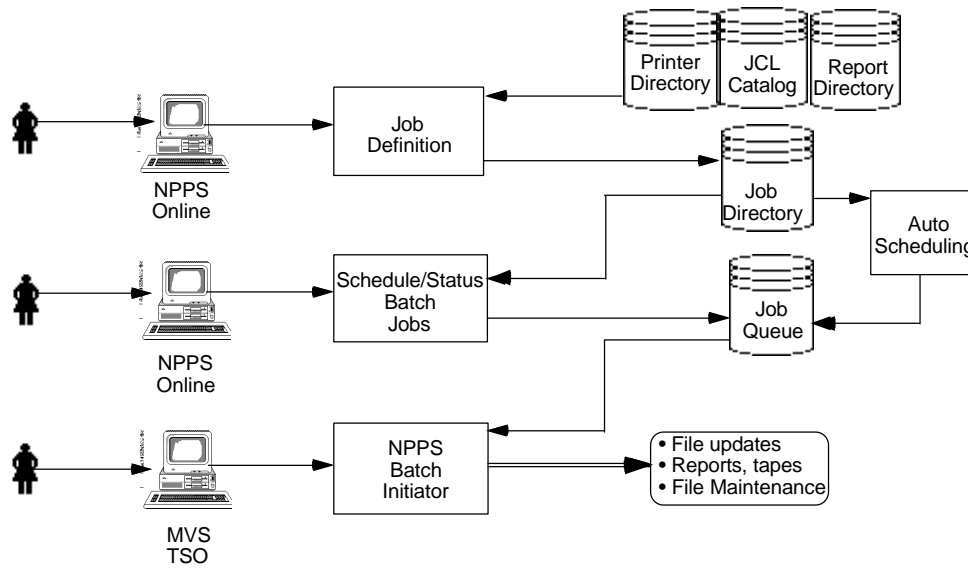
reports and tapes are generated due to Multiple Virtual Storage (MVS) constraints. A batch job processing executes in a batch mode rather than online. The job is controlled through MVS and Job Control Language (JCL).

The Batch Job Scheduler (BJS) is the user interface to the batch world. The BJS allows you to schedule, submit, and evaluate batch jobs. When you schedule a batch job, it goes into the BJS queue and will only be executed when the Startup job is run. The Startup job is the execution of a single process which selects and runs the scheduled jobs. This Startup job runs every job which is scheduled in its turn. The jobs are always run one at a time per center including CPO as a separate center.

The Startup job may be run only by authorized individuals. This authorization is granted via a user's security profile. For more information, refer to Section 4.3.1.1.

The Batch Job Maintenance (BJM) Utilities allow you to maintain batch jobs (refer to Figure 5.0-2, Batch Design). This includes creating new batch jobs to meet the specific requirements of your installation. In this section of the UOG, the BJS and the Batch Job Maintenance Utilities are explained. For information on each of the individual batch jobs, refer to Appendix C.





**Figure 5-2 Batch Design**

## 4.1 BATCH JOB SCHEDULING

During the scheduling process you identify the batch job you want to run (refer to Figure 5.1-1, Batch Job Scheduler). NPPS allows you to accomplish the tasks of scheduling and evaluating batch jobs by displaying a list of all the batch jobs so you may mark the job needed to schedule or evaluate.

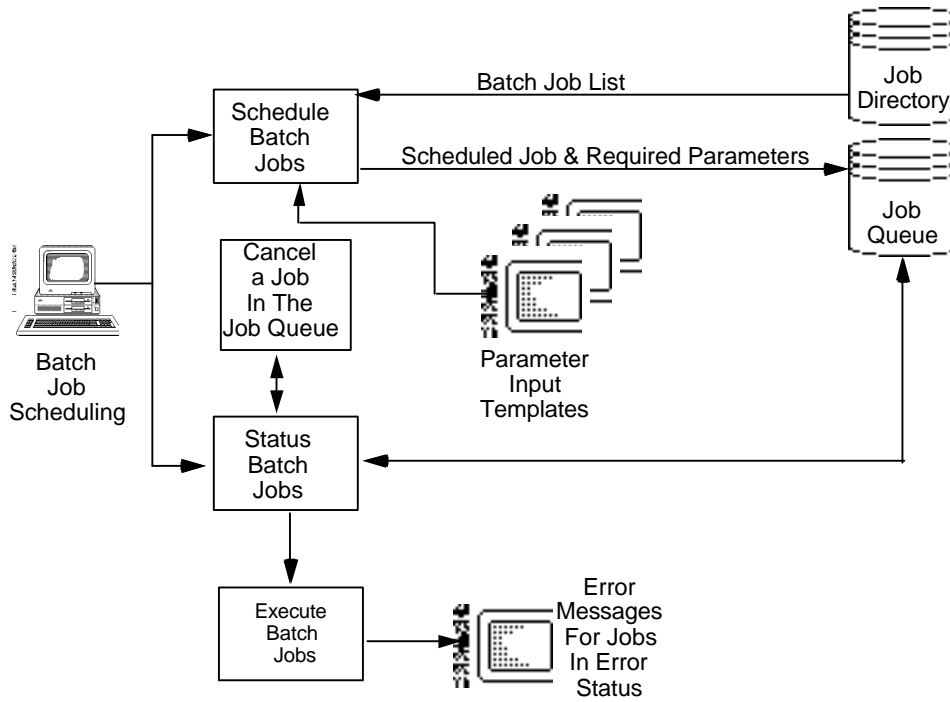
In addition, you may alter predefined printer destinations, generate print distribution data, generate printer control instructions, and pass data selection parameters to various NPPS programs.

Batch Job Scheduling is divided into two areas: Process Jobs and Report Jobs. Process jobs cause an update to the NPPS database (e.g., Personnel Mature). Some process jobs result in the production of reports as final output for the process. For instance, Personnel Mature applies the specified actions to the appropriate employee records and generates two reports: the Mature Transaction and Error Report and the Mature Transaction Integration Report. Report jobs cause the production of one or more reports (e.g., Personnel Daily Reports).

Batch jobs are identified by a unique number. All personnel process and report jobs begin with the letters NE, which are followed by zeros and the numeral (which is generally two-digit for a process and three-digit for a report) which represents the specific process (NE00##). All payroll process and report jobs begin with the letters NA, which are followed by zeros and the numeral (which is generally two-digit for a process and three-digit for a report) which represents the specific process (NA000##).

In order to schedule a job, you must first select the type of job (i.e., process or report). NPPS will display a list of all the recognized jobs for the type you specified. Mark the one you wish to schedule by placing **S** for schedule, **H** for hold, or **R** for restart in the Check One column and press **ENTER** to confirm your choice.

You will be prompted to enter changes to the report distribution list of the job and also any required input parameters. The action of scheduling only places the job in the BJS queue (a stored sequence of all jobs that have been scheduled). In order to pass the job to the JES for execution, the Startup job must be run.



**Figure 5.1-1 Batch Job Scheduler**

#### 4.1.1 Batch Job Scheduler Main Menu

```
COMMAND: _____ NPPS BATCH JOB SCHEDULER
NPO4000 JOB SCHEDULER MAIN MENU - BJSMM

-----

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - JOB STATUS

2 - PROCESS SCHEDULE LIST

3 - REPORT SCHEDULE LIST

4 - SUBMIT STARTUP

SELECTION - _

-----

PF1= HELP PF5= MAIN MENU PF12= END
```

### Batch Job Scheduler Main Menu (BJSMM)

#### Description and Execution

The Batch Job Scheduler Main Menu (BJSMM) is used to select one of the four options available for scheduling and evaluating batch jobs. The BJS allows you to put predefined jobs into the BJS queue and the Startup Job will move the jobs from the BJS queue into the JES. The status of each scheduled job may be reviewed after scheduling.

The jobs are predefined to the BJS through the Batch Job Maintenance Utilities. Typically, a technical system administrator, rather than a functional user, defines batch jobs.

#### Steps to Reach Batch Job Scheduler Main Menu

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Job Scheduler.

Four standard PF keys appear on most menus and templates in the Batch Job Scheduler: **PF1**=Help, **PF3**=Previous Screen, **PF5**=Main Menu, and **PF12**=End. In addition, two keys allow you to move between the pages of a template which is composed of more than one screen: **PF7**=Backward and **PF8**=Forward.

#### 4.1.1.1 Process Schedule List

NPPS BATCH JOB SCHEDULER				
PROCESS SCHEDULE LIST - BJSJOB				
ND: NPO4120				
CHECK	JOB TITLE	JOB NO	FREQUENCY	SEQUENCE
( _ )	AUTO SCHED-DELETE	AUTO	ON REQUEST	5
( _ )	PAYROLL BATCH MATURE	NA00001	ON REQUEST	1
( _ )	NORMAL RECAL	NA00009	BIWEEKLY	70
( _ )	PAY YEAR END	NA00013	ANNUAL	80
( _ )	LEAVE YEAR END	NA00014	ANNUAL	90
( _ )	FISCAL YEAR END	NA00015	ANNUAL	100
( _ )	MESSAGE LOG	NA00016	DAILY	110

CHECK ONE: S-TO SCHEDULE A JOB R-TO RESTART A JOB H-TO PUT A JOB IN HOLD

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD

PF8= FORWARD PF12= END

### Process Schedule List (BJSJOB)

#### Description and Execution

The Process Schedule List (BJSJOB) is used to review all processing jobs which have been predefined to the NPPS BJS. Only jobs that match the user's job schedule type (Pay, Per, Other) will be displayed. Individual jobs may be selected for scheduling by placing **S** for Scheduled, **H** for Hold, or **R** for Restart in the Check One column to the extreme left of the job title. Each job may be scheduled up to 26 times before you are required to delete completed jobs to make room for new ones. BJS will notify you of the last letter of the job number by displaying this number on the top line of the screen. You will be asked if you want to alter the distribution list for the job. You may answer "yes" by typing **Y** and pressing **ENTER**. You will then be allowed to view the distribution list (Report Directory Recipient List) and make changes for this run only. BJS will also check for any requirement of external parameters. If external parameters are required, you will be presented with a series of screens which prompt you to enter information. You may schedule only one job at a time.

Several jobs in NPPS have been designed to be restartable. If an error occurs in a restartable job, the BJS Log (refer to Section 5.1.1.3.1) will display a message indicating that a Restart is required. All restartable processes that occur in that job after the error will be skipped. Any job that is scheduled with an "R" (Restarted) will use the parameter and report data from the first failed run, starting with job XXXXXXXXA, to eliminate the need to reenter the parameters. If the job to be restarted has been deleted from the BJS Log, all parameters will have to be reentered. If a job is restarted, all output should be collected from the failed run. The restarted job will skip all processes that occurred prior to the error. A job should not be restarted until the problem that caused the error has been corrected.



The sequence number displayed in the right-most column of the Schedule List indicates the order process in which the jobs will run if more than one job is placed in the queue. The job with the lowest sequence number runs first and process jobs run before report jobs.

Steps to Reach Process Schedule List

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Job Scheduler.
3. At the Batch Job Scheduler Main Menu, select **2** - Process Schedule List.

#### 4.1.1.2 Report Schedule List

```

COMMAND: _____ NPPS BATCH JOB SCHEDULER
NPO4120          REPORT  SCHEDULE LIST - BJSJOB
-----
      CHECK
      ONE      JOB TITLE                JOB NO      FREQUENCY  SEQUENCE

( _ )  T&A REPORTED HOURS              NA00100      ON REQUEST  2
( _ )  OLD VERSUS NEW NORMALS          NA00101      ON REQUEST  3
( _ )  NET PAY/VOL ALLOT REG EFT        NA00102      ON REQUEST  4
( _ )  NET PAY REGISTER NON EFT         NA00103      ON REQUEST  5
( _ )  HEALTH INS NOT PAID              NA00104      ON REQUEST  6
( _ )  LMTD APPOINT CO-OP               NA00105      ON REQUEST  7
( _ )  LMTD APPOINT EMPLOYEE            NA00107      ON REQUEST 10
( _ )  MASTER EMPLOYEE REG              NA00200      ON REQUEST 12
( _ )  TRANSACTION REPORT               NA00201      ON REQUEST 11
( _ )  PAYROLL REGISTER                 NA00202      ON REQUEST 13
( _ )  LEAVE & PAY INFO                  NA00203      ON REQUEST 14
( _ )  T&A PAID HOURS                   NA00204      ON REQUEST 15
-----

CHECK ONE: S-TO SCHEDULE A JOB  R-TO RESTART A JOB  H-TO PUT A JOB IN HOLD
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF12= END
  
```

#### Report Schedule List (BJSJOB)

##### Description and Execution

The Report Schedule List (BJSJOB) is used to review all the reporting jobs which have been predefined to the NPPS BJS. Only jobs that match the user's job schedule type (Pay, Per, Other) will be displayed. Individual jobs may be selected for scheduling by placing **S** for Scheduled, **H** for Hold, or **R** for Restart in the Check One column to the extreme left of the job title. Each job may be scheduled up to 26 times before you are required to delete completed jobs to make room for new ones. BJS will notify you of the last letter of the job number by displaying this number on the top line of the screen. You will be asked if you desire to alter the distribution list and parameter data for the job. You may answer "yes" by typing **Y** and pressing **ENTER**. You will then be allowed to view the distribution list (Report Directory Recipient List) and make changes for this run only. BJS will also check for any requirement of external parameters. If external parameters are required, you will be presented with a series of screens which prompt you to enter information. You may schedule only one job at a time.

Several jobs in NPPS have been designed to be restartable. If an error occurs in a restartable job, the BJS Log (refer to Section 5.1.1.3.1) will display a message indicating that a Restart is required. All restartable processes that occur in that job after the error will be skipped. Any job that is scheduled with an "R" (Restarted) will use the parameter and report data from the first failed run, starting with job XXXXXXXXA, to eliminate the need to reenter the parameters. If the job to be restarted has been deleted from the BJS Log, all parameters will

have to be reentered. If a job is restarted, all output should be collected from the failed run. The restarted job will skip all processes that occurred prior to the error. A job should not be restarted until the problem that caused the error has been corrected.

The sequence number displayed in the right-most column of the Schedule List indicates the order process in which the jobs will run if more than one job is placed in the queue. The job with the lowest sequence number runs first and process jobs run before report jobs.

### Steps to Reach Report Schedule List

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Job Scheduler.
3. At the Batch Job Scheduler Main Menu, select **3** - Report Schedule List.

To update the report distribution list, this screen will be displayed for each report in the job. Output Type, Output ID, and Printer Node may be changed only once.

NPPS BATCH JOB SCHEDULER			
REPORT DIRECTORY RECIPIENT LIST			
NP04190			
REPORT NO.	JOB NO.	JOB TITLE	
201	NA00001	PAYROLL BATCH MATURE	
REPORT TITLE	201	TRANSACTION REPORT	
PRINT OUTPUT TYPE (H/T/S/B/K) B		PRINT OUTPUT ID: CSC01____	
		PRINTER NODE: _____	
R E C I P I E N T			
NAME	ADDRESS	COPIES	ASSEMBLY INSTRUCTIONS
JIM GIBSON____	CSC BLD 4TH FLR	1_	RB PRIVATE DATA_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
-----			
PF1= HELP	PF3= CANCEL	PF7= SCROLL UP	PF8= SCROLL DOWN

### **Report Directory Recipient List**

#### 4.1.1.2.1 Report Directory Recipient List

NPPS BATCH JOB SCHEDULER			
REPORT DIRECTORY RECIPIENT LIST			
-----			
REPORT NO.	JOB NO.	JOB TITLE	
REPORT TITLE			
PRINT OUTPUT TYPE (H/T/S/B/K) _		PRINT OUTPUT ID: _____	
		PRINTER NODE: _____	
----- R E C I P I E N T -----			
NAME	ADDRESS	COPIES	ASSEMBLY INSTRUCTIONS
_____	_____	---	_____
_____	_____	---	_____
_____	_____	---	_____
_____	_____	---	_____
_____	_____	---	_____
_____	_____	---	_____
-----			
PF1= HELP	PF3= CANCEL	PF7= SCROLL UP	PF8= SCROLL DOWN

### Report Directory Recipient List

#### Description and Execution

The Report Directory Recipient List is used to make changes to the predefined list of recipients for the job you are scheduling. You may specify a maximum of 50 recipients. Any changes you make to this template will not affect the master list maintained with the Batch Job Maintenance Utilities; your changes will only be enacted for this job run.

You may select between four types of output: **(H)** immediate hardcopy (printout) on a printer identified in the printer table, **(S)** special (e.g., auxiliary data line transfer to a printer), **(T)** print tape, **(B)** both special and print tape, or **(K)** both printout and print tape. To indicate your choice, type its corresponding letter in the Print Output Type field.

You may also set the Printer Output ID one time by entering the code for any printer which is defined in the Batch Job Maintenance Printer Table.

If you do not want the report to print, enter **\$\$\$** as the first three characters of the first recipient name (active on payroll process jobs only).

If you select to send your job to a tape, be sure to retrieve the tape number after the job completes. The tape number is trapped for display on the Batch Job Status Log.

### Step to Reach Report Directory Recipient List

You may view the Report Directory Recipient List template during the job scheduling process initiated at either the Process Schedule List template or the Report Schedule List template or through the BJM capability.

### 4.1.1.3 Batch Job Status

```

COMMAND: _____ NPPS BATCH JOB SCHEDULER
NPO4210 JOB STATUS - BJSTAJOB
-----

NEW          CURRENT  -----SCHEDULED-----
STATUS  JOB  TITLE          JOB NO  STATUS    BY      DATE      TIME

( _ ) SF50                NE0SF50B Finishd KEN SHORT    10-07-98 11:11:46
( _ ) MATURE REPORTS      NE00002B Finishd 1090ADMINIST 10-07-98 15:01:57
( _ ) MATURE REPORTS      NE00002C Schedul 1090ADMINIST 10-07-98 14:49:01
( _ ) ACTION NOT REQ SF50  NE00010A Schedul 1090ADMINIST 10-11-98 11:30:02
( _ ) ACTION NOT REQ SF50  NE00010C Schedul 1090ADMINIST 10-11-98 12:24:06
( _ ) ACTION NOT REQ SF50  NE00010D Schedul 1090ADMINIST 10-11-98 12:27:23
( _ )
( _ )
( _ )
( _ )

NEW STATUS:  D-DELETE  H-HOLD  L-LOG  S-SCHEDULED
ENTER THE NEW STATUS NEXT TO THE JOB YOU WISH TO CHANGE
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU          PF7=  BACKWARD
PF8=  FORWARD       PF12=  END

```

### Batch Job Status (BJSTAJOB)

#### Description and Execution

The Batch Job Status (BJSTAJOB) template is used to review the status of jobs which have been scheduled. The Current Status field indicates the status of your job. The six possible status types are Hold, Schedule, Finished, Waiting, Running, or Error. After a job is scheduled using either the Process Schedule List or the Report Schedule List, using the **H** (Hold) option, you may change the status to Scheduled when you want the job to be run. Even after a job receives a status of Scheduled, it will not run until the Startup job is submitted (refer to Section 5.1.1.4). If the status is Error, the job has failed for some reason. A status of Waiting means the job has been passed to JES for execution. A status of Running means JES has begun execution of the job.

Individual jobs may be selected for review from this list by entering **L** in the New Status column to the extreme left of the job title. To view a listing, proceed to the Log File template (refer to Section 5.1.1.3.1).

You may select from four New Status options. In addition to viewing a listing of the log messages for a completed job (**L**), you may put a scheduled job on hold (**H**), delete a job which is scheduled, finished, or held (**D**), or schedule a job on hold (**S**).

Steps to Reach Batch Job Status

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Batch Job Scheduler.
3. At the Batch Job Scheduler Main Menu, select **1** - Job Status.

#### 4.1.1.3.1 Log File

```

COMMAND: _____      NPPS BATCH JOB SCHEDULER
NPO4500                  LOG FILE - BJSLOG
-----
JOB NUMBER:  NT314TPA      JOB TITLE:  TSP TAPE CREATION

DATE           TIME           STATEMENT

10-11-98      10:54:19      The step has successfully started.
10-11-98      10:54:22      Report number 314PT has started.
10-11-98      10:54:24      Report number 314PTJ has started.
10-11-98      10:55:12      Report number 314PT has completed.
10-11-98      10:55:15      the step has completed successfully.
10-11-98      11:01:01      JES JOB NAME= DEVNPPSA  JES JOB NUM= JOB00908
10-11-98      11:01:04      ***** TAPE NUMBERS *****
10-11-98      11:01:04      DEVNPPS.TAPE.TSP              SERIAL 208030    208030
10-11-98      11:01:06      DEVNPPS.TAPE.NA314TP          SERIAL 208287    208287

-----

PF1=  HELP           PF3=  PREV SCREEN      PF5=  MAIN MENU        PF7=  BACKWARD
PF8=  FORWARD        PF12= END

```

### Log File (BJSLOG)

#### Description and Execution

The Log File (BJSLOG) template is used to view a list of log messages resulting from the batch job run. The job number, job name, tape number, title, date, and messages are displayed for the job. If any errors occurred during the job execution, they will be noted with the program name, error code, and line number of the error.

#### Step to Reach Log File

The only way to access the Log File is through the Job Status template. For further information, refer to Section 5.1.1.3.



#### 4.1.1.4 Batch Job Startup

```
ENTER BATCH PASSWORD AND CATEGORY

COMMAND: _____ NPPS BATCH JOB SCHEDULER
NPO4300          BATCH JOB STARTUP

-----

ENTER PASSWORD AND CATEGORY CODE: "BATCH JOB ID"

BATCH PASSWORD _____

CATEGORY  _
          1 - PROCESS
          2 - REPORTS
          0 - BOTH

-----

PF1=  HELP          PF5=  MAIN MENU          PF12=  END
```

### Batch Job Startup

#### Description and Execution

The Batch Job Startup template is used to start the process of passing jobs from the BJS queue to JES. You must enter the correct password in order for the job to run. For CICS, you must logon using the Batch-ID so that the password will be automatically assigned by CICS and this password field will be ignored.

The password is associated with a Batch ID which was set up at the time NPPS was installed at your site. One individual is given responsibility for this Batch ID and this individual sets the original password and all subsequent passwords as they are required. The Startup job acknowledges the password and passes it to each subsequent job. You need only enter the password one time; the Startup job passes the password to the first job, the first job passes the password to the second job, and so on until the last job in the queue receives the password from the previous job. Each installation may have only one Batch ID and, therefore, only one password will be valid at any point in time.

Only jobs that match the user's job startup type will be passed to JES for execution.

In addition to entering the correct password, NPPS allows you to enter a category of job to be run. If you enter a 1 in the blank provided for category, the

Startup job will move only process jobs from the BJS queue to the JES. It will "skip over" any report jobs which are present in the queue. If you enter a **2** in this blank, the Startup job will move only report jobs from the BJS queue to the JES. It will "skip over" any process jobs which are present in the queue. If you enter a **0** or if you leave the blank empty, the Startup job will move both process and report jobs from the BJS queue to the JES for execution.

The only exceptions to this procedure is the SF 50 job. These jobs run under the ID and password of the individual requesting them. This is because they are started dynamically at the time they are requested and go directly to the JES for immediate execution.

**Note:** If you enter an obsolete password, the Startup job will fail. This means that the status of the jobs in the queue will remain Scheduled. The status of at least one job should update within a short time (i.e., 15 minutes). If not, contact the owner of the Batch ID and check to see if you have entered the current (valid) password.

If CPO jobs are scheduled (jobs beginning with 'CA') to be run before remote jobs (jobs beginning with other than 'CA') and Batch Job Startup is selected by a remote user, the CPO job will be ignored and left as scheduled. Only the remote jobs will run.

#### Steps to Reach Startup

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Batch Job Scheduler.
3. At Batch Job Scheduler Main Menu, select **4** - Submit Startup.

## 4.2 BATCH JOB MAINTENANCE

The Batch Job Maintenance (BJM) functions are divided into four areas:

(1) Printer Identification, (2) Report Identification, (3) JCL, and (4) Job Identification.

Printer identification identifies authorized printers to the NPPS BJS. Only these printers may be chosen when scheduling batch jobs.

Report identification defines reports and their distribution lists within each job. It also provides any special printer control instructions, number of copies, and special print form.

JCL provides the capability to create and modify the JCL used by each job. The JCL name and job number used in the Job Identification step must be the same.

Job identification provides the capability to create and modify data describing a specific job, such as its execution frequency, execution sequence number, report output type, and up to 35 parameter edit modules. The job number should conform to the rule of seven characters beginning with NA for payroll and NE for personnel (e.g., NA00000 or NE00000). The job numbers are limited to seven characters with the eighth character (A-Z) being supplied during the scheduling process.

In order to schedule a new batch job you do the following.

1. Update the job directory by defining the new job (i.e., identify the job as a NPPS job by naming it).
2. Build the JCL which will execute when the job is run.
3. Update the report directory by defining the new reports which the job will produce when it is run; this includes defining the distribution list and all the parameters for the reports.

Having completed these three steps, you may view the new batch job from the BJS.

#### 4.2.1 Batch Job Maintenance Utilities Main Menu

```

                                NPPS BATCH JOB MAINTENANCE
                                BJM UTILITIES MAIN MENU BJMMM
                                -----
                                ENTER SELECTION AND PRESS RETURN _

                                1 - PRINT DIRECTORY
                                2 - REPORT DIRECTORY
                                3 - JCL CATALOG
                                4 - JOB DIRECTORY

                                INSTALLATION - 9999
                                INSTALLATION NAME - TEST INSTALLATION

                                -----
                                PF1=  HELP                PF5=  MAIN MENU                PF12=  END

```

#### **Batch Job Maintenance Utilities Main Menu (BJMMM)**

##### **Description and Execution**

The Batch Job Maintenance Main Menu (BJMMM) is used to select one of the four options available in BJM: **(1)** Print Directory, **(2)** Report Directory, **(3)** JCL Catalog, and **(4)** Job Directory.

##### Steps to Reach Batch Job Maintenance

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.

#### 4.2.1.1 Print Directory Menu

NPO2303	NPPS BATCH JOB MAINTENANCE PRINT DIRECTORY MENU
-----	
ENTER SELECTION AND PRESS RETURN _	
1 - QUERY BJM PRINT DIRECTORY 2 - UPDATE BJM PRINT DIRECTORY	
-----	
PF1= HELP	PF5= MAIN MENU
PF12= END	

### Print Directory

#### Description and Execution

The BJM Print Directory Menu is used to select one of the two functions available within the print directory: **(1)** Query BJM Print Directory or **(2)** Update BJM Print Directory. To view the existing printers defined to the BJM, select Query BJM Print Directory (option 1). To define a new printer or modify a predefined printer, select Update BJM Print Directory (option 2).

#### Steps to Reach Print Directory Menu

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **1** - Print Directory.

#### 4.2.1.1.1 Query BJM Print Directory

```

* REVIEW THE PRINTER DATA THEN USE PF3 TO QUIT
                                NPPS BATCH JOB MAINTENANCE
NPO2304                        QUERY BJM PRINT DIRECTORY
-----

--- OUTPUT --- CONTROL ----- H A R D C O P Y -----
ID      CLS  TYPE  BUILDING  ROOM  MODEL      TYPE      ADR(LU#)
CSC01   H    Y    CSC       4142  2700      LASER PRINTER C450831P

-----

PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF7=  BACKWARD
PF8=  FORWARD   PF12= END

```

### Query BJM Print Directory

#### Description and Execution

The Query BJM Print Directory template is used to view the list of printers which may be used during the execution of NPPS batch jobs. This list contains all the authorized NPPS printers. For each printer, it displays the network logical unit (LU) number, output class, building, room number, printer model, and printer type. The four valid output classes are immediate hardcopy (**H**), intermediate tape (**T**), special output (**S**), and WRITER command required in place of DEST (**W**). NPPS only checks for the Output ID; the other items are entered as general information.

#### Steps to Reach Query BJM Print Directory

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **1** - Print Directory.
5. At the Print Directory Menu, select **1** - Query BJM Print Directory.

#### 4.2.1.1.2 Update BJM Print Directory

```

* ENTER FUNCTION AND PRINT-ID THEN PRESS RETURN
                                NPPS BATCH JOB MAINTENANCE
NPO2308                        UPDATE BJM PRINT DIRECTORY
-----
FUNCTION _  PRINT ID _____

OUTPUT CLASS:                    _
                                (N) PUT COPIES NUMBER INTO JCL
PRINT CONTROL RECORD REQUIRED:    _
                                (Y) PRINTER CONTROL INCLUDES COPIES
                                (B) PUT COPIES NUMBER INTO BOTH PLACES
HARDCOPY BUILDING NUMBER:        _____ (EX 'BLDG 17')
HARDCOPY ROOM NUMBER:            _____ (EX '4142')
HARDCOPY MODEL NUMBER:           _____ (EX 'XEROX 2700')
HARDCOPY TYPE:                   _____ (EX 'LASER PRINTER')
HARDCOPY ADDRESS (L.U.#):         _____ (EX 'C450831P')
-----
FUNCTIONS:  A= ADD    C= CHANGE    D= DELETE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU   PF12= END

```

### Update BJM Print Directory

#### Description and Execution

The Update BJM Print Directory template is used to change the information for an existing printer or define a new printer to the BJS. You may also delete an existing printer from the list of NPPS authorized printers.

First, enter the function code to add a new printer (**A**), change an existing printer's information (**C**), or delete an existing printer from the list (**D**) and enter the printer ID, then press **ENTER**.

Next, enter the information regarding your change or addition. To add a new printer, you must fill in all eight fields of mandatory information.

**Note:** Though NPPS uses only the printer ID and the other fields are for information, the other fields must be completed.

Print ID is the same information you find on the Query template with the label Output ID. This name must be the same as the printer name which exists in the MVS System Printer Table. Output Class is the same information you find on the Query template with the label Output CLS. Marking the Print Control Record field with a "Y" causes a printer control instruction with the number of report copies to be appended to the job report data. An "N" does not create a printer control instruction but instead causes the number of report copies to be inserted into the JCL of the job. A value of "B" causes both the appending of the printer

control instruction with the copies parameter and the insertion of the number of copies into the JCL of the job. Print Control Record Required is the same information you find on the Query template with the label Control Type. The four valid output classes are immediate hardcopy (H), intermediate tape (T), special output (S), and WRITER command required in place of DEST (W).

Ensure that the model number contains 'XER' for the Xerox printer being used for printing SF50/SF52 jobs.

If you are deleting the printer, simply press **ENTER**.

#### Steps to Reach Update BJM Print Directory

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **4** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **1** - Print Directory.
5. At the Print Directory Menu, select **1** - Update BJM Print Directory.



#### 4.2.1.2 Report Directory Menu

NPO2310	NPPS BATCH JOB MAINTENANCE REPORT DIRECTORY MENU
-----	
ENTER SELECTION AND PRESS RETURN _	
1 - QUERY BJM REPORT LIST	
2 - UPDATE BJM REPORT LIST	
3 - VIEW REPORT LIST BY JOB NUMBER	
4 - UPDATE DISTRIBUTION LIST	
5 - GLOBAL NAME AND/OR ADDRESS CHANGE	
-----	
PF1= HELP	PF5= MAIN MENU
PF12= END	

#### Batch Job Maintenance Report Directory Menu

##### Description and Execution

The Batch Job Maintenance Report Directory Menu is used to select one of the five functions available in the Report Directory: (1) Query BJM Report List, (2) Update BJM Report List, (3) View Report List by Job Number, (4) Update Distribution List, and (5) Global Name and/or Address Change. Items 2 and 4 assume that you know which job the report is in. Write reports to CMPRT01, 02, 03, or 04 in this order.

##### Steps to Reach Batch Job Maintenance Report Directory Menu

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.

#### 4.2.1.2.1 Query BJM Report List

```

* TO VIEW A REPORT - PLACE AN 'X' ON THAT LINE
NPPS BATCH JOB MAINTENANCE
NPO2312
QUERY BJM REPORT LIST
-----
CHECK ----- REPORT ----- JOB HRDCPY S P TOTL XEROX TAPE FORMAT
ONE NUMBER TITLE NUMBER FORM # D L COPY (1ST 18 POS)
- 100 100 T&A REPORTED H NA00003 STD S Y 1
- 100 100 T&A REPORTED H NA00004 STD S Y 1
- 100 100 T&A REPORTED H NA00100 STD S Y 1
- 101 101 OLD VS NEW NOR NA00003 STD S Y 1
- 101 101 OLD VS NEW NOR NA00004 STD S Y 1
- 101 101 OLD VS NEW NOR NA00009 STD S Y 1
- 101 101 OLD VERSUS NEW NA00101 STD S Y 1
- 102 102 NET PAY/VOL AL NA00005 STD S Y 1
- 102 102 NET PAY/VOL AL NA00102 STD S Y 1
- 103 103 NET PAY DISPOS NA00005 STD S Y 1
- 103 103 NET PAY DISPOS NA00103 STD S Y 1
- 104 104 HEALTH INSURAN NA00004 STD S Y 1
-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END

```

### Query BJM Report List

#### Description and Execution

The Query BJM Report List template is used to list all the reports within all the jobs recognized by BJM. The Report Number is the report tag in the JCL. The SD is used to display "S" for single-sided print and "D" for double-sided print. The PL column displays "Y" to indicate the distribution list should be printed. Any other value in the column indicates the distribution list should not be printed. The special output service instructions are the first 18 characters of the supplemental printer control information at the front of each report. To view more details on a specific report, enter **X** in the column labeled Check One and press **ENTER**. Selecting this option will display the Report Directory Single List screen for the report marked with the "X."

#### Steps to Reach Query BJM Report List

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **1** - Query BJM Report List.

#### 4.2.1.2.1.1 BJM Report Directory Single List

```

* REVIEW THE REPORT ... THEN PRESS RETURN
                                NPPS BATCH JOB MAINTENANCE
NPO2313                        REPORT DIRECTORY SINGLE LIST
-----

REPORT NO.  100                JOB NO. NA00100

REPORT TITLE 100      T&A REPORTED HOURS

HARDCOPY          SIMPLEX      PRINT      TOTAL      PRIVATE
FORM              OR          RECIP      PRINT      LABEL
NUMBER           DUPLEX      LIST       COPIES

          STD                S          Y          1

MESSAGE  DELIVER TO PC 105

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----

-----
PF1=  HELP          PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
  
```

### Report Directory Single List

#### Description and Execution

The BJM Report Directory Single List template is used to display further details about a report listed on the Query BJM Report List template.

This includes the following detail-level items.

Report Number	Report tag number in the JCL immediately following the Parm number (maximum of eight characters).
Report Title	Title assigned when report was created.
Job Number	Job number assigned when report was created (i.e., the job to which the report belongs).
Hardcopy Form Number	Blank means a special printer control record will not be created. Simplex or Duplex <b>S</b> for single-sided and <b>D</b> for double-sided print.
Print Recip List	<b>Y</b> to include the distribution list at the start of the report.
Total Print Copies	Number of copies requested for this report.

Message	Special text to be printed on the distribution page.
Private	<b>Y</b> to have a Privacy Act message printed on the distribution page and private instruction included in the control record.
Printer Control	This data will be added to the printer control record
Format Instructions	generated from the form number and number of copies (i.e., FORMAT = FMT7 for picture format).

Steps to Reach BJM Report Directory Single List

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory select **1** - Query Report List.
6. At the Query BJM Report List, mark the specific report to be displayed on the Single List screen (refer to Section 5.2.1.2.1 for more detailed procedures).

#### 4.2.1.2.1.2 Report Directory Recipient List

```

* REVIEW THE LIST. THEN PRESS RETURN
                                NPPS BATCH JOB MAINTENANCE
NPO2314                        REPORT DIRECTORY RECIPIENT LIST
-----

REPORT NO.  100                JOB NO. NA00100

REPORT TITLE  100      T&A REPORTED HOURS
----- R E C I P I E N T -----
NAME          ADDRESS          COPIES    ASSEMBLY INSTRUCTIONS
TEST RUN      CSC BLD 5TH FLR    1        RB    PR

-----

PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF12=  END
PF7=  BACKWARD      PF8=  FORWARD

```

### Query BJM Report Directory Recipient List

#### Description and Execution

The BJM Report Directory Recipient List template is used to display the recipient list for the report listed on the Query BJM Report List template and marked for further display of detailed information. The recipient list displays each recipient's name and address, number of copies, and particular assembly instructions.

#### Steps to Reach BJM Report Directory Recipient List

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **1** - Query BJM Report Directory.
6. At the Query BJM Report List, mark the specific report to be displayed on the Single List screen. (Refer to Section 5.2.1.2.1 for more detailed procedures.)
7. At the BJM Report Directory Single List, press **ENTER**.

#### 4.2.1.2.2 Update BJM Report List

```

* ENTER FUNCTION, REPORT NO. & JOB NO.. THEN PRESS ENTER
NPPS BATCH JOB MAINTENANCE
NPO2319          UPDATE BJM REPORT LIST
-----

FUNCTION _  REPORT NO. _____ JOB NO. _____

REPORT TITLE _____

HARDCOPY      SIMPLEX      PRINT      TOTAL      PRIVATE
FORM          OR          RECIP      PRINT      LABEL
NUMBER        DUPLEX      LIST      COPIES

          _____          -          -          -          -

MESSAGE _____

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----
-----

FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU   PF12= END

```

### Update BJM Report List

#### Description and Execution

The BJM Report List template is used to add a new report to a batch job, change an existing report, or delete an existing report. First, enter the Function Code which corresponds to the required task: add (**A**), change (**C**), or delete (**D**) a report. Then, enter the Report Number and the Job Number and press **ENTER**.

An explanation of the other items to be added or updated is given below.

Job Number	Must not exceed seven characters and must be in the job directory.
Report Title	Title assigned when report was created.
Hardcopy Form Number	Blank means a special printer control record will not be created.
Simplex or Duplex print.	<b>S</b> for single-sided and <b>D</b> for double-sided
Print Recip List	<b>Y</b> to include the distribution list at the start of the report.

Total Print Copies	Number of copies requested for this report (Default = 1).
Message	Special text to be printed on the distribution page.
Private	<b>Y</b> to have a Privacy Act message printed on the distribution page and private instruction included in the control record.
Printer Control control	This data will be added to the printer record generated
Format Instructions	From the form number and number of copies (i.e., FORMAT = FMT7 for picture format).

#### Steps to Reach Update BJM Report List

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **2** - Update BJM Report List.





#### 4.2.1.2.3 View Report List By Job Number

* VIEW THE LIST THEN USE PF3 TO QUIT			
NPPS BATCH JOB MAINTENANCE			
NPO2316 VIEW REPORT LIST BY JOB NUMBER			
-----			
JOB NUMBER	REPORT TITLE	REPORT NO	TOTAL COPIES
NA00001	PAYROLL IMFH	201	1
NA00001	PAYROLL MATURE	6140	1
NA00003	T&A REPORT HOURS	100	1
NA00003	OLD VS NEW NORMALS	101	1
NA00003	ERROR REPORT	201	1
NA00003	PAYROLL REGISTER	202	1
NA00003	T&A PAID HOURS	204	1
NA00003	LWOP T&A GENERATE	3005	1
NA00003	BATCH T&A	3120X	1
NA00003	T&A IMPH DUMP	5101	1
NA00003	T&A IMPH BUMP BY PB	5101B	1
NA00004	T&A REPORTED HOURS	101	1
NA00004	OLD VS NEW NORMALS	101	1
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Batch Job Maintenance View Report List by Job Number

#### Description and Execution

The Batch Job Maintenance View Report List by Job Number template is used to list all the reports by job number. The report title, report number, and total number of copies requested are displayed for each report.

#### Steps to Reach Batch Job Maintenance View Report List by Job Number

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **3** - View Report List Job Number.

#### 4.2.1.2.4 Update Distribution List

```

* ENTER REPORT NO. AND JOB NO. THEN PRESS ENTER
      NPPS BATCH JOB MAINTENANCE
NPO2315      REPORT DIRECTORY RECIPIENT UPDATE
-----
REPORT NO. _____ JOB NO. _____
REPORT TITLE

MARK NO  -----R E C I P I E N T-----
CHNG      NAME                ADDRESS                COPIES  ASSEMBLY INSTRUCTIONS
-
-
-
-
-
-
-
-
-
-
-
-----
PF1=  HELP      PF5=  MAIN MENU    PF7=  BACKWARD    PF8=  FORWARD
PF12= END

```

### Batch Job Maintenance Report Directory Recipient Update

#### Description and Execution

The Batch Job Maintenance Report Directory Recipient Update template is used to enter the names and addresses of the recipients as well as the number of copies and any assembly instructions for reports having a recipient list. First enter the Report Number and Job Number of the recipient list to be updated and press **ENTER**. Next, mark the line(s) to be added or changed with **X**.

#### Steps to Reach Batch Job Maintenance Update Distribution List

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **4** - Update Distribution List.

#### 4.2.1.2.5 Global Name and/or Address Change

```
* ENTER NEW NAME, OLD NAME AND (OPTIONALLY) NEW ADDRESS
                                NPPS BATCH JOB MAINTENANCE
NPO2317                        GLOBAL NAME AND/OR ADDRESS CHANGE
-----

                                OLD RECIPIENT NAME      _____
                                NEW RECIPIENT NAME      _____
                                NEW ADDRESS              _____

-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU    PF12=  END
```

### Batch Job Maintenance Global Name and/or Address Change

#### Description and Execution

The BJM Global Name and/or Address Change template is used to change the recipient names and/or address on all reports. If you want to update a name, enter the Old Recipient Name (i.e., the name as it currently appears on the recipient lists). Then enter the New Recipient Name. If the old name is not entered exactly as it currently appears, it will not be updated. You may also enter a New Address at this time.

To update the address without changing the name, enter the recipient name as the Old Recipient Name and enter the New Address. Leave the New Recipient Name field blank.

#### Steps to Reach Batch Job Maintenance Global Name and/or Address Change

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **5** - Global Name and/or Address Change.

#### 4.2.1.3 JCL Catalog Menu

```

                                NPPS BATCH JOB MAINTENANCE
NPO2322                        JCL CATALOG MENU
-----

      ENTER SELECTION AND PRESS RETURN _

                                1 - JCL JOB LIST
                                2 - QUERY JCL CATALOG
                                3 - UPDATE JCL CATALOG
                                4 - MAKE A COPY OF A JOB STREAM
                                5 - RESEQUENCE A JOB STREAM
                                6 - GLOBAL JCL CHANGE
                                7 - JCL SCAN

-----
PF1=  HELP                      PF5=  MAIN MENU          PF12=  END

```

#### Batch Job Maintenance JCL Catalog Menu

##### Description and Execution

The Batch Job Maintenance JCL Catalog Menu is used to select one of the seven functions available in JCL: (1) JCL Job List, (2) Query JCL Catalog, (3) Update JCL Catalog, (4) Make a Copy of a Job Stream, (5) Resequence a Job Stream, (6) Global JCL change, and (7) JCL Scan. When working in the JCL Catalog, it is important to remember that the JCL names must be the same as the job names.

If you enter an existing job number as the "new number," you will receive the message, THIS JOB ALREADY EXISTS. This is because NPPS will not delete existing JCL. If you want to overwrite a job, you must first delete the job, then perform the copy function.

##### Steps to Reach Batch Job Maintenance JCL Catalog Menu

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.

#### 4.2.1.3.1 JCL Job List

* VIEW THE LIST THEN USE PF3 TO QUIT			
NPPS BATCH JOB MAINTENANCE			
NPO2324	JCL JOB DIRECTORY LIST		58
-----			
JOB NO.	JOB NO.	JOB NO.	JOB NO.
1 - EXP0001	2 - NA00001	3 - NA00003	4 - NA00004
5 - NA00005	6 - NA00006	7 - NA00009	8 - NA00013
9 - NA00014	10 - NA00015	11 - NA00016	12 - NA00017
13 - NA00018	14 - NA00100	15 - NA00101	16 - NA00102
17 - NA00103	18 - NA00104	19 - NA00105	20 - NA00107
21 - NA00200	22 - NA00201	23 - NA00202	24 - NA00203
25 - NA00204	26 - NA00301	27 - NA00302	28 - NA00303
29 - NA00304	30 - NA00305	31 - NA00306	32 - NA00307
33 - NA00310	34 - NA00311	35 - NA00312	36 - NA00313
37 - NA00400	38 - NA00401	39 - NA00402	40 - NA00403
41 - NA00404	42 - NA00405	43 - NA00406	44 - NA00407
45 - NA00408	46 - NA00409	47 - NA00410	48 - NA00411
49 - NA00412	50 - NA00413	51 - NA00414	52 - NA00415
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

### Batch Job Maintenance JCL Job Directory List

#### Description and Execution

The Batch Job Maintenance JCL Job Directory List is used to display all job numbers having JCL records on the JCL Catalog.

#### Steps to Reach Batch Job Maintenance JCL Job Directory List

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **1** - JCL Job List.

#### 4.2.1.3.2 Query JCL Catalog

```
* ENTER THE JOB ID THEN PRESS RETURN
NPO2326      NPPS BATCH JOB MAINTENANCE - QUERY JCL CATALOG
      JOB ID _____
T O O
C C N ....5...10...15...20...25...30...35 ..40...45...50...55...60...65...70.2

-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF12= END
```

### Batch Job Maintenance Query JCL Catalog

#### Description and Execution

The Batch Job Maintenance Query JCL Catalog template is used to query the JCL Catalog for the JCL of a specific job number. First, type in the job number (ID) and press **ENTER**. You will then view a list of the JCL for the job identified. You may scroll through the list to view all the JCL by using the **PF8** (Forward) and **PF7** (Backward) keys.

#### Steps to Reach Batch Job Maintenance Query JCL Catalog

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **2** - Query JCL Catalog.

#### 4.2.1.3.3 Update JCL Catalog

```

* ENTER FUNCTION AND JOB NUMBER THEN PRESS ENTER
NPO2329          NPPS BATCH JOB MAINTENANCE - UPDATE JCL CATALOG
FUNCTION _      JOB NUMBER _____ SEQ# START POINT(OPTIONAL) _____
A STMT T O O REPORT
C SEQ# C C N NUMBER
T      ....5...10...15...20...25...30...35 ..40...45...50...55...60...65...70.2
-  _ _ _ _ _
-  _ _ _ _ _
-  _ _ _ _ _
-  _ _ _ _ _
-  _ _ _ _ _
-  _ _ _ _ _
-  _ _ _ _ _
-  _ _ _ _ _
-----
FUNCTIONS: A= ADD      C= CHANGE      D= DELETE
ACTIONS (ON CHANGE ONLY): A= ADD LINE      C= CHANGE LINE      D= DELETE LINE
PF1= HELP              PF3= PREV SCREEN  PF5= MAIN MENU      PF7= BACKWARD
PF8= FORWARD          PF12= END

```

### Batch Job Maintenance Update JCL Catalog

#### Description and Execution

The Batch Job Maintenance Update JCL Catalog template is used to add (**A**), change (**C**), or delete (**D**) a record on the JCL Catalog. First enter the appropriate Function, Job number, and SEQ# Start Point (optional); then press **ENTER**. The start point is the line number where the display is to begin. Enter **9999** to move to the bottom of the JCL.

The Act field is used only when you are changing an existing record. This field allows you to add (**A**), change (**C**), or delete (**D**) one line at a time.

The Statement Sequence Number fields contain the numbers which represent the order of the lines of code as they occur in the record. The sequence numbers are generated automatically when you first add a new JCL record. You may move a line to another location in the JCL by changing this field. When you add a line, this field must contain the next highest number.

The JCL Type Code field is abbreviated "T C" and represents the type of statement. This field is required only when the JCL statement references one of the following three occurrences: the total number of copies (**C**), the printer destination for the hardcopy (**D**), or the report program's run statement (**R**). This code tells the BJM system to access the report directory and insert the number

of copies and the printer destination into the JCL. The "T C" code of **N** identifies a user-id substitution.

The Output Class field is abbreviated "O C" and is required on JCL referring to a print file with "T C" or **D** or **C**. The BJM system must know whether it is tape (**T**) or hardcopy (**H**).

The Output Number field, abbreviated "O N," represents the print file number (e.g., **1**, **2**, **3**, etc.).

The Report Number field is required when the type code is **C**, **D**, or **R**. The report number must be the number of the report referred to by the JCL.

If it is necessary to use %\*, enter it as \$\* and it will be converted to %\*.

When you complete an action, press **ENTER**. You may also use the **PF7** and **PF8** keys. The **PF8** key saves the additions, updates, and deletions. The **PF7** saves updates and deletions, but not additions. Press the **ENTER** key after the **PF7** or **PF8** to confirm the update.

#### Steps to Reach Batch Job Maintenance Update JCL Catalog

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **3** - Update JCL Catalog.



#### 4.2.1.3.4 Make a Copy of a Job Stream

NPPS BATCH JOB MAINTENANCE	
NPO2331	MAKE A COPY OF A JOB STREAM
-----	
THIS FUNCTION WILL MAKE A COPY OF AN EXISTING JCL STREAM TO A NEW JOB NUMBER. IF THE NEW NUMBER ALREADY EXISTS IN THE CATALOG, THE MODULE WILL TERMINATE WITH AN ERROR MESSAGE.	
ENTER JOB NUMBER OF EXISTING JCL STREAM TO BE COPIED: _____	
ENTER JOB NUMBER OF NEW JCL STREAM TO BE CREATED: _____	
-----	
PF1= HELP	PF3= PREV SCREEN PF5= MAIN MENU PF12= END

### Batch Job Maintenance Make a Copy of a Job Stream

#### Description and Execution

The Batch Job Maintenance Make a Copy of a Job Stream template is used to copy an existing JCL job stream. First, enter the number of the existing JCL job stream and then enter the job number of the new JCL job stream. Finally, press the **ENTER** key to execute the copy.

If you enter an existing job number as the "new number," you will receive the message, "This job already exists." This is because NPPS will not delete existing JCL. If you want to overwrite a job, you must first delete the job and then perform the copy function.

#### Steps to Reach Batch Job Maintenance Make a Copy of a Job Stream

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **4** - Make a Copy of a Job Stream.

#### 4.2.1.3.5 Resequence a Job Stream

NPO2333	NPPS BATCH JOB MAINTENANCE RESEQUENCE A JOB STREAM
-----	
ENTER JOB NUMBER OF JCL STREAM TO BE RESEQUENCED: _____	
-----	
PF1= HELP	PF3= PREV SCREEN PF5= MAIN MENU PF12= END

### Batch Job Maintenance Resequence a Job Stream

#### Description and Execution

The Batch Job Maintenance Resequence a Job Stream template is used to resequence an existing JCL stream. Enter the job number of the JCL job stream to be resequenced and press **ENTER**. This function resets the line increment to five, which allows more lines between JCL statements.

#### Steps to Reach Batch Job Maintenance Resequence a Job Stream

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **5** - Resequence a Job Stream.

#### 4.2.1.3.6 Global JCL Change

NPPS BATCH JOB MAINTENANCE	
JCL GLOBAL CHANGE	
-----	
NPO2351	
Note: if you specify the log option you must have a 133 byte dataset allocated to print file 2 (CMPRT02 ) or else you must use NATURAL CONNECTION and download to a PC file.	
If executed in batch and you request the log option, a DD card must be supplied for CMPRT02 and it must point to a 133 character dataset.	
START JOBNAME: _____	END JOBNAME: _____
CHANGE TEXT FROM:	
_____	
CHANGE TEXT TO:	
_____	
LOG CHANGES (Y/N): _	VERIFY CHANGES (ONLINE ONLY): _
-----	
PF1= HELP	PF3= PREV SCREEN PF5= MAIN MENU PF12= END

### Batch Job Maintenance JCL Global Change (Page 1)

#### Description and Execution

The Batch Job Maintenance JCL Global Change template is used to change text throughout one or more jobs. Enter the starting and ending job names, the text to be changed and what to change the text to. You have the option of printing a log of the changes applied as well as viewing them online to verify the changes one line at a time.

If the Verify Changes option is chosen, a pop-up window will appear showing the line to be changed and what it will look like after the change. The change will be applied if you answer "Yes" to the Replace prompt.

NPPS BATCH JOB MAINTENANCE	
NPO2351	JCL GLOBAL CHANGE
-----	
<p>Note: if you specify the log option you must have a 133 byte dataset allocated to print file 2 (CMPRT02)</p>	
<p>JOB NA00003 SEQUENCE 315</p> <p>Change from</p> <p>// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST</p> <p>To</p> <p>// VERS=PROD,ETID=XXXX0003,LIB=NPSTEST</p> <p>REPLACE (Y/N) _</p>	
<p>CHANGE TEXT FROM:</p> <p>vers=test_____</p> <p>CHANGE TEXT TO:</p> <p>vers=prod_____</p>	
<p>LOG CHANGES (Y/N): y      VERIFY CHANGES (ONLINE ONLY): y</p>	
-----	
PF1= HELP	PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END

## Batch Job Maintenance JCL Global Change (Page 2)

If the Log Changes option is chosen, all changes that are applied will be written to a log for future reference. Changes that were rejected during the online verification will not be written to the log. The output will look similar to the following report.

Page	1
JOBNAME	SEQ STATEMENT
OLD NA00003	315 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	355 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	415 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	460 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	505 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	550 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	595 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	660 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003	1275 // VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW	// VERS=TEST,ETID=XXXX0003,LIB=NPSTEST

## Batch Job Maintenance JCL Global Change (Page 3)

Steps to Reach Batch Job Maintenance JCL Global Change

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administration Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **6** - Global JCL Change.

#### 4.2.1.3.7 JCL SCAN

NPPS BATCH JOB MAINTENANCE	
NPO2325	JCL SCAN
-----	
ENTER UP TO 10 TEXT STRINGS TO SEARCH FOR	
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
-----	
PF1= HELP	PF5= MAIN MENU
PF12= END	

### Batch Job Maintenance JCL Scan

#### Description and Execution

The Batch Job Maintenance JCL Scan template is used to search the BJS JCL for a text string. Up to ten 40-byte text strings may be entered. The job name and JCL line will be displayed when a match is found.

#### 4.2.1.4 Job Directory Menu

```

                                NPPS BATCH JOB MAINTENANCE
                                JOB DIRECTORY MENU
                                -----

                                ENTER SELECTION AND PRESS RETURN _

                                1 - QUERY JOB
                                2 - QUERY JOB DIRECTORY - BY JOB NUMBER
                                3 - QUERY JOB DIRECTORY - BY CATEGORY/SEQUENCE
                                4 - QUERY JOB DIRECTORY - BY FREQUENCY/JOB NUMBER
                                5 - UPDATE JOB DIRECTORY
                                6 - ADD DEFAULT PARAMETERS TO JOB DIRECTORY

                                -----
                                PF1=  HELP                PF5=  MAIN MENU                PF12=  END

```

#### Batch Job Maintenance Job Directory Menu

##### Description and Execution

The Batch Job Maintenance Job Directory Menu is used to select one of the six functions available in the Job Directory: **(1)** Query a Job, **(2)** Query a Job Directory - By Job Number, **(3)** Query a Job Directory - By Category/Sequence, **(4)** Query a Job Directory - By Frequency/Job Number, **(5)** Update the Job Directory, and **(6)** Add Default Parameters to the Job Directory.

##### Steps to Reach Job Directory

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.

#### 4.2.1.4.1 Job Directory Query

```

* REVIEW THE DATA THEN PRESS RETURN
                                NPPS BATCH JOB SCHEDULER
NPO2337                        JOB DIRECTORY QUERY
-----

JOB NUMBER:                      NA00003

RUN ORDER ----- CATEGORY CODE: 1          (1=PROCESS,2=REPORT,
                                           3=USER INITIATED)

          ----- CATEGORY SEQUENCE: 30

          ----- CATEGORY TYPE: 1          (1=PAY,2=PER,3=OTHER)
JOB TITLE:                      TIME & ATTENDANCE UPDATE

AUTOMATIC SCHEDULE ---- RUN FREQUENCY: B (0=ON REQUEST, D=DAILY, W=WEEKLY,
                                           B=BIWEEKLY, M=MONTHLY, Q=QUARTERLY,
                                           A=ANNUALLY)

          ---- NEXT RUN DATE: 02-02-94      (MM-DD-YY)

PARAMETER DATA REQUIRED:         N          (Y OR N)

-----
PF1=  HELP      PF3= PREV SCREEN  PF5= MAIN MENU    PF12= END

```

### Time and Attendance Update Job Query (Page 1)

#### Description and Execution

The Batch Job Maintenance Job Directory Query is used to review data for a specific job. Type in the number of the job to be queried and press **ENTER**. The information about the requested job will appear as follows. The first screen illustrates a query of the Time and Attendance Update Job Query.

Run Order	1 = Process, 2 = Reports, and
Category Code	3 = User Initiated; such as SF 50 process.
Run Order	Four-digit number which controls the execution sequence;
Category Sequence	the lowest number runs first.
Category Type	1 = Payroll, 2 = Personnel, and 3 = Other.
Automatic Schedule	Option for having the system automatically schedule jobs,
Run Frequency	0 = On Request, D = Daily, W = Weekly, B = Biweekly, M = Monthly, Q = Quarterly, A = Annually.
Automatic Schedule	Date used by the auto-scheduler as its initial run date.
Next Run Date	



Parameter Data Required      Y will force the user to enter parameter values when the job is scheduled; default values will not be used.

```

* REVIEW THE LIST...THEN PRESS RETURN
      NPPS BATCH JOB MAINTENANCE
NPO2350      QUERY JOB DIRECTORY - CONTINUED
-----

JOB NUMBER:  NA00003      OUTPUT TYPE: TAPE & SPECIAL

PRINT (OUTPUT) DEVICE ID: CSC01      INPUT TAPE REQUIRED(Y/ ):
PRINTER NODE:

      PARAMETER      EDIT      MODULES
01  RESERVED      02  NAO9500      03  NAO9501      04  NAO9500      05  NAO9500
06  NAO9500      07              08              09              10
11              12              13              14              15
16              17              18              19              20
21              22              23              24              25
26              27              28              29              30
31              32              33              34              35
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

## Time and Attendance Update Job Query (Page 2)

The second job query screen displays the following fields.

Output Type      Tape, Immediate Hardcopy, Special  
Device, Tape and  
Special, and Tape and Hardcopy.

Printer (Output)      System recognized device name.

Parm Edit Modules      Programs which are executed when the job is scheduled to request input of data selection information from the user. The corresponding numbers must agree with values in the JCL. Module "01" is the first 200-byte element which contains the installation ID, title, and other BJM Control values. It is reserved so that it may contain these values. Module "01" may not be changed. Therefore, only modules 2-35 may contain parameter information.

NPPS BATCH JOB MAINTENANCE	
EXECUTION CALENDAR	
-----	
CA00003 IS AUTOMATICALLY SCHEDULED TO RUN ON THESE DATES -- BIWEEKLY	
01/04/98__01/18/98__02/01/98__02/15/98__03/01/98__03/15/98__03/29/98__04/12/98	
04/26/98__05/10/98__05/24/98__06/07/98__06/21/98__07/05/98__07/19/98__08/02/98	
08/16/98__08/30/98__09/13/98__09/27/98__10/11/98__10/25/98__11/08/98__11/22/98	
12/06/98__12/20/98__01/03/99__01/17/99__01/31/99__02/14/99__02/28/99__03/14/99	
03/28/99__04/11/99__04/25/99__05/09/99__05/23/99__06/06/99__06/20/99__07/05/99	
-----	
PF1= HELP	PF5= MAIN MENU
PF12= END	

### Time and Attendance Update Job Query (Page 3)

The third job query screen displays the dates upon which the job is automatically scheduled to run; or, it may simply state the run cycle (i.e., biweekly, monthly, quarterly, or annually).

#### Steps to Reach Batch Job Maintenance Job Directory Query

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **1** - Query Job.

#### 4.2.1.4.2 Query Job Directory - By Job Number

* TO VIEW A JOB - PLACE AN 'X' ON THAT LINE									
NPPS BATCH JOB MAINTENANCE									
NPO2339		QUERY JOB DIRECTORY - BY JOB NUMBER							
-----									
CHECK				CATEGORY	FREQ	NEXT	RUN	DTE	EXTRNL
ONE	JOB NO	JOB TITLE	CDE	SEQ#	TPE	CODE	MM DD YY		DATA
-	AUTO	AUTO SCHED-DELETE	1	5	3	0	00 00 00		Y
-	NA00001	PAYROLL BATCH MATURE	1	10	1	0	00 00 00		N
-	NA00003	TIME & ATTENDANCE UPDATE	1	30	1	B	02 02 98		N
-	NA00004	FINAL PAY REPORTS	1	40	1	B	01 01 99		N
-	NA00005	PAYROLL PRODUCTS	1	50	1	B	01 01 99		N
-	NA00006	PAY INITIALIZATION	1	60	1	B	01 01 99		N
-	NA00009	NORMAL RECAL	1	70	1	B	01 01 99		N
-	NA00013	PAY YEAR END	1	80	1	A	01 01 99		Y
-	NA00014	LEAVE YEAR END	1	90	1	A	01 01 99		Y
-	NA00015	FISCAL YEAR END	1	100	1	A	01 01 99		N
-	NA00016	MESSAGE LOG	1	110	1	D	01 01 99		N
-	NA00018	NEBA AGE UPDATE	1	130	1	0	00 00 00		N
-----									
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU		PF7= BACKWARD			
PF8= FORWARD		PF12= END							

#### Batch Job Maintenance Query Job Directory - By Job Number

##### Description and Execution

The Batch Job Maintenance Query Job Directory - By Job Number template is used to query jobs listed by job number. The Job Directory List displays job number, job title, category code, sequence number and type, frequency code, next run date, and external data flag. The sequence number controls the execution order if more than one job is scheduled. The External Data column displays a "Y" or "N" value. The "Y" means parameter data default values cannot be used; "N" means parameter data may be needed, but available default values may be used. The type column identifies the job as either Payroll (1), Personnel (2), or Other (3).

To view additional information about a particular job, enter **X** in the space provided to the left of the job number and press **ENTER**. The additional information displayed includes the output type, print output device ID, and parameter edit module numbers for the batch jobs that require online user input such as the desired sort sequence of name or SSN (refer to the following screen).

```

* REVIEW THE LIST...THEN PRESS RETURN
      NPPS BATCH JOB MAINTENANCE
NPO2350      QUERY JOB DIRECTORY - CONTINUED
-----

JOB NUMBER:  NA00100      OUTPUT TYPE:  HARDCOPY

PRINT (OUTPUT) DEVICE ID: CSC01      INPUT TAPE REQUIRED(Y/ ):
PRINTER NODE:

      PARAMETER      EDIT      MODULES
01  RESERVED      02  NAO9500      03              04              05
06              07              08              09              10
11              12              13              14              15
16              17              18              19              20
21              22              23              24              25
26              27              28              29              30
31              32              33              34              35
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

## Query - By Job Number

### Steps to Reach Batch Job Maintenance Query Job Directory - By Job Number

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **2** - Query Job Directory - By Job Number.

#### 4.2.1.4.3 Query Job Directory - By Category/Sequence

* TO VIEW A JOB - PLACE AN 'X' ON THAT LINE											
NPPS BATCH JOB MAINTENANCE											
NPO2342		QUERY JOB DIRECTORY - BY CATEGORY/SEQUENCE									
-----											
CHECK CATEGORY				CATEGORY FREQ NEXT RUN DT EXTRNL							
ONE	CDE	SEQ#	JOB NO	JOB TITLE	TYPE	CODE	MM	DD	YY	DATA	
-	1	5	AUTO	AUTO SCHED-DELETE	3	0	00	00	00	Y	
-	1	10	NA00001	PAYROLL BATCH MATURE	1	0	00	00	00	N	
-	1	30	NA00003	TIME & ATTENDANCE UPDATE	1	B	02	02	99	N	
-	1	40	NA00004	FINAL PAY REPORTS	1	B	01	01	98	N	
-	1	50	NA00005	PAYROLL PRODUCTS	1	B	01	01	98	N	
-	1	60	NA00006	PAY INITIALIZATION	1	B	01	01	98	N	
-	1	70	NA00009	NORMAL RECAL	1	B	01	01	98	N	
-	1	80	NA00013	PAY YEAR END	1	A	01	01	98	Y	
-	1	90	NA00014	LEAVE YEAR END	1	A	01	01	98	Y	
-	1	100	NA00015	FISCAL YEAR END	1	A	01	01	98	N	
-	1	110	NA00016	MESSAGE LOG	1	D	01	01	98	N	
-	1	130	NA00018	NEBA AGE UPDATE	1	0	00	00	00	N	
-----											
PF1= HELP			PF3= PREV SCREEN			PF5= MAIN MENU			PF7= BACKWARD		
PF8= FORWARD			PF12= END								

### Batch Job Maintenance Query Job Directory - By Category/Sequence

#### Description and Execution

The Batch Job Maintenance Query Job Directory - By Category/Sequence template is used to query jobs listed by sequence within a category. The Job Directory List displays category code, sequence number, job number, job title, category type, frequency code, next run date, and external data flag. The sequence number controls the execution order if more than one job is scheduled. The External Data column displays a "Y" or "N" value. The **Y** means parameter data default values cannot be used; "N" means parameter data may come from default values if needed. The type column identifies the job as either Payroll (1), Personnel (2), or Other (3).

To view additional information about a particular job, enter **X** in the space provided to the left of the job number and press **ENTER**. The additional information displayed includes the output type, print output device ID, and parameter edit module numbers for the batch jobs that require online user input such as the desired sort sequence of name or SSN (refer to the following screen).

```

* REVIEW THE LIST...THEN PRESS RETURN
      NPPS BATCH JOB MAINTENANCE
NPO2350      QUERY JOB DIRECTORY - CONTINUED
-----

JOB NUMBER:  NA00100      OUTPUT TYPE:  HARDCOPY

PRINT (OUTPUT) DEVICE ID: CSC01      INPUT TAPE REQUIRED(Y/ ):
PRINTER NODE:

      PARAMETER      EDIT      MODULES
01  RESERVED      02  NAO9500      03              04              05
06              07              08              09              10
11              12              13              14              15
16              17              18              19              20
21              22              23              24              25
26              27              28              29              30
31              32              33              34              35
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

### Query - By Category/Sequence

#### Steps to Reach Batch Job Maintenance Query Job Directory - By Category/Sequence

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **3** - Query Job Directory - By Category/Sequence.

#### 4.2.1.4.4 Query Job Directory - By Frequency/Job Number

* TO VIEW A JOB - PLACE AN 'X' ON THAT LINE										
NPPS BATCH JOB MAINTENANCE										
NPO2344		QUERY JOB DIRECTORY - BY FREQUENCY/JOB NUMBER								
-----										
CHECK FREQ		CATEGORY				NEXT RUN DTE		EXTRNL		
ONE	CODE	JOB NO	JOB TITLE	CDE	SEQ#	TYPE	MM	DD	YY	DATA
-	A	NA00013	PAY YEAR END	1	80	1	01	01	98	Y
-	A	NA00014	LEAVE YEAR END	1	90	1	01	01	98	Y
-	A	NA00015	FISCAL YEAR END	1	100	1	01	01	98	N
-	B	NA00003	TIME & ATTENDANCE UPDATE	1	30	1	02	02	99	N
-	B	NA00004	FINAL PAY REPORTS	1	40	1	01	01	98	N
-	B	NA00005	PAYROLL PRODUCTS	1	50	1	01	01	98	N
-	B	NA00006	PAY INITIALIZATION	1	60	1	01	01	98	N
-	B	NA00009	NORMAL RECAL	1	70	1	01	01	98	N
-	D	NA00016	MESSAGE LOG	1	110	1	01	01	98	N
-	D	NE00003	DAILY REPORTS	1	380	2	01	01	98	N
-	0	AUTO	AUTO SCHED-DELETE	1	5	3	00	00	00	Y
-	0	NA00001	PAYROLL BATCH MATURE	1	10	1	00	00	00	N
-----										
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU			PF7= BACKWARD			
PF8= FORWARD		PF12=END								

### Batch Job Maintenance Query Job Directory - By Frequency/Job Number

#### Description and Execution

The Batch Job Maintenance Query Job Directory - By Frequency/Job Number template is used to query jobs listed by job number within a frequency. The Job Directory List displays frequency code, job number, job title, category code, sequence number, type, next run date, and external data flag. The sequence number controls the execution order if more than one job is scheduled. The External Data column displays a "Y" or "N" value. The "Y" means parameter data default values cannot be used; "N" means parameter data may be needed, but available default values may be used. The type column identifies the job as either Payroll (1), Personnel (2), or Other (3).

To view additional information about a particular job, enter **X** in the space provided to the left of the job number and press **ENTER**. The additional information displayed includes the output type, print output device ID, and parameter edit module numbers for the batch jobs that require online user input such as the desired sort sequence of name or SSN (refer to the following screen).

```

* REVIEW THE LIST...THEN PRESS RETURN
      NPPS BATCH JOB MAINTENANCE
NPO2350      QUERY JOB DIRECTORY - CONTINUED
-----

JOB NUMBER:  NA00100      OUTPUT TYPE:  HARDCOPY

PRINT (OUTPUT) DEVICE ID: CSC01      INPUT TAPE REQUIRED(Y/ ):
PRINTER NODE:

      PARAMETER      EDIT      MODULES
01  RESERVED      02  NAO9500      03              04              05
06              07              08              09              10
11              12              13              14              15
16              17              18              19              20
21              22              23              24              25
26              27              28              29              30
31              32              33              34              35
-----
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

### Query - By Frequency/Job Number

#### Steps to Reach Batch Job Maintenance Query Job Directory - By Frequency/Job Number

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **4** - Query Job Directory - By Frequency/Job Number.



#### 4.2.1.4.5 Update Job Directory

NPPS BATCH JOB MAINTENANCE			
UPDATE JOB DIRECTORY			
NPO2347			
-----			
FUNCTION: _	JOB NUMBER: _____		
RUN ORDER -----	CATEGORY CODE: _	(1=PROCESS, 2=REPORT, 3=USER INITIATED)	
	----- CATEGORY SEQUENCE: _____		
	----- CATEGORY TYPE: _	(1=PAY, 2=PER, 3=OTHER)	
JOB TITLE: _____			
AUTOMATIC SCHEDULE ----	RUN FREQUENCY: _	(0=ON REQUEST, D=DAILY, W=WEEKLY, B=BIWEEKLY, M=MONTHLY, Q=QUARTERLY, A=ANNUALLY)	
	----	NEXT RUN DATE: _ _ _ (MM DD YY)	
PARAMETER DATA REQUIRED: _		(Y OR N)	
-----			
FUNCTIONS: A= ADD C= CHANGE D= DELETE			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

### Batch Job Maintenance Update Job Directory (Page 1)

#### Description and Execution

The Batch Job Maintenance Update Job Directory template is used to add (A), change (C), or delete (D) a job directory record. Type in the Function code which represents the action to be completed and job number, then press **ENTER**.

To add a batch job to the Job Directory, first enter one of the following numbers as the Category Code: batch jobs (1), report batch jobs (2), or user initiated batch jobs (3). Then press **ENTER**. The next Category Sequence Number will be displayed. This number may be changed if needed but must remain unique. The Category Sequence Number controls the sequence of the jobs when they are executed. For a job to run before another job, the sequence number of the job to be run first must be lower than the job to be run second. You may type in the Job Title of your choice. The Automatic Schedule Run Frequency and Next Run Date are for batch jobs that can be scheduled automatically by the BJS system based on the entries in these two fields. Though this process does indeed appear "automatic" to the functional users of NPPS, it does require participation from Production Control. Each night a job is run which checks the execution date of all the jobs and selects the jobs with the current date. The jobs are then scheduled "automatically." The Parameter Required field should have a value of either "Y" or "N". The "Y" means that if parameter values are needed, they must be supplied when the job is scheduled (i.e., default values are not

permitted); "N" means default data is permitted. The category type field identifies the job as either Payroll (1), Personnel (2), or Other (3).

NPPS BATCH JOB MAINTENANCE					
UPDATE JOB DIRECTORY					
-----					
JOB NUMBER:		OUTPUT TYPE: _			
(H=HARDCOPY, T=TAPE, S=SPECIAL, B=S & T, K=H & T)					
PRINT (OUTPUT) DEVICE ID: _____			INPUT TAPE REQUIRED(Y/ ): _		
PRINTER NODE: _____					
-----					
	PARAMETER	EDIT	MODULES		
01	RESERVED	02	_____	03	_____
06	_____	07	_____	08	_____
11	_____	12	_____	13	_____
16	_____	17	_____	18	_____
21	_____	22	_____	23	_____
26	_____	27	_____	28	_____
31	_____	32	_____	33	_____
				34	_____
				35	_____
-----					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF12= END					

## Batch Job Maintenance Update Job Directory (Page 2)

After you have filled in all the fields, press **ENTER** to view more job data input fields. The second screen prompts you for the Output Type, Printer Output Device ID, and the Parameter Edit Module Numbers. The module numbers are for only those batch jobs which require online user input such as the desired sort sequence of name or SSN. The module numbers must agree with the numbers in the JCL. Printer Node is optional.

The NPPS BJS system naming convention is that all job names for payroll begin with NA and all job names for personnel begin with NE (i.e., NA00000 or NE00000).

NPPS BATCH JOB MAINTENANCE									
EXECUTION CALENDAR									
-----									
NPO2338									
NA00100 IS AUTOMATICALLY SCHEDULED TO RUN ON THESE DATES -- BIWEEKLY									
/	/	_	/	/	_	/	/	_	/
/	/	_	/	/	_	/	/	_	/
/	/	_	/	/	_	/	/	_	/
/	/	_	/	/	_	/	/	_	/
/	/	_	/	/	_	/	/	_	/
/	/	_	/	/	_	/	/	_	/
-----									
PF1= HELP			PF5= MAIN MENU				PF12= END		

### Batch Job Maintenance Execution Calendar

The third screen is the BJM Execution Calendar. It displays the dates on which the batch job is automatically scheduled to run. This information is only available for jobs which are scheduled to run automatically. This is accomplished by filling in the Automatic Schedule field on the first screen of the Update Job Directory series. Following are the valid entries for this field: on request (**O**), daily (**D**), weekly (**W**), biweekly (**B**), monthly (**M**), quarterly (**Q**) and annually (**A**).

#### Steps to Reach Batch Job Maintenance Update Job Directory

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **5** - Update Job Directory.

#### 4.2.1.4.6 Add Default Parameters to Job Directory

```

* ENTER JOB NO. AND PARAMETER OCCURRENCE NO. THEN PRESS ENTER
      NPPS BATCH JOB MAINTENANCE
NPO2336      ADD DEFAULT PARAMETERS TO JOB DIRECTORY
-----

JOB NUMBER: _____ PARAMETER OCCURRENCE NUMBER: ____

POS 001-050 ....5...10....5...20....5...30....5...40....5...50
      _____

POS 051-100 ....5...10....5...20....5...30....5...40....5...50
      _____

POS 101-150 ....5...10....5...20....5...30....5...40....5...50
      _____

POS 151-200 ....5...10....5...20....5...30....5...40....5...50
      _____
-----
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12= END

```

### Batch Job Maintenance Add Default Parameters to Job Directory

#### Description and Execution

The Batch Job Maintenance Add Default Parameters to Job Directory template is used to enter default parameters such as installation ID or a particular date to the job record.

To add default parameters, enter the Job Number and the occurrence of the parameter module in which it is used (2-14); this is called the Parameter Occurrence Number and it must agree with the value in the JCL. Then press **ENTER**. Input the default parameter data in the appropriate position in the 200-byte field. If you do not know the position, you must examine the program which reads the parameter. If the job does not use parameter data to execute, it is not necessary to enter any information in this section.

Module "01" is reserved for common parameters such as installation ID and title. Therefore, if "01" is entered along with the job number, a message appears which states that module "01" cannot be updated. The other occurrences (2-14) may provide default parameter data for the edit modules (2-14). For CPO executed jobs (those on the 'NASA' center menu), module "02" is reserved for the selected centers parameter. This occurrence is left blank as the centers to be used in the job will be selected from a pop-up menu at the time the job is scheduled.

Steps to Reach Batch Job Maintenance Add Default Parameters to Job Directory

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **6** - Add Default Parameters to Job Directory.

# **APPENDIX A**

## **APPLICABLE DOCUMENTS**

## **5. APPLICABLE DOCUMENTS**

The documents of the exact issue as shown in subsections 6.1 (Reference Documents) and 6.2 (Related Documents) form a part of this document to the extent described herein. In the event of a conflict between the documents referenced herein and the contents of this document, the contents of this document shall be considered a superseding requirement to the previous documents.

### **5.1 REFERENCE DOCUMENTS**

This section lists all the reference and supporting documents which provide information pertinent to the content of the NPPS User and Operations Guide.

AIM Program Plan

AIM Program Technical Manager's Guidebook

### **5.2 RELATED DOCUMENTS**

This section lists all related documents which provide supporting information to the NPPS User and Operations Guide.

AIM-NPPS-DID-07 - System Concept Document

AIM-NPPS-DID-14 - Functional Requirements Document

AIM-NPPS-DID-15 - System/Software Requirements Specification

AIM-NPPS-DID-16 - System/Software Preliminary Design Specification

AIM-NPPS-DID-17 - System/Software Detailed Design Specification

AIM-NPPS-DID-20 - Training Plan and Procedures

## **APPENDIX B**

# **ERROR MESSAGES/USER RESPONSE LIST**



## **6. ERROR MESSAGES/USER RESPONSE LIST**

This section lists all the error and informational messages which NPPS displays to communicate with the system user. These messages are not codes; they are self-explanatory phrases which appear in the context of a particular screen and function. The messages always appear at the top, left corner of the screen and are sometimes accompanied by a beep which signals the system user to view the upper-left corner of the screen and read the message.

NPPS provides three types of messages: (1) informational messages, (2) edit failure messages, and (3) severe discrepancy messages. Each type of message is preceded by a character or set of characters. The informational messages are preceded by a single asterisk (\*). The edit failure messages are preceded by three asterisks (\*\*\*). The severe discrepancy messages are preceded by three ampersands (@ @ @).

In addition, NPPS provides a fatal error information screen which displays when an error occurs that prohibits the user from processing a particular transaction.

### **6.1 INFORMATIONAL MESSAGES**

Informational messages report the processing of a transaction has been completed. A message of this type may also display the results of the processing (i.e., parameters). In these cases, the program notes the changes which the user needs to know. Following are examples of both types of informational messages.

#### **\* NORMAL RECALCULATION HAS BEEN DONE**

This informational message informs the user NPPS automatically recalculated the normals due to a change in the employee's record affecting his/her net pay, such as the election of a new bond.

#### **\* FOUR HOURS OF SICK LEAVE CONVERTED TO LWOP**

This informational message gives the processing result. In this example, NPPS has converted the reported sick leave hours to LWOP hours because the employee in question did not have enough leave accumulated for the four hours recorded on his/her time card.

## 6.2 EDIT FAILURE MESSAGES

Edit failure messages are always displayed in conjunction with the transaction edit process. These messages indicate the transactional processing has been terminated due to one of three reasons: (1) you entered invalid data, (2) you forgot to enter data in a mandatory field, or (3) you are not authorized to perform the action you have requested.

When you receive an edit failure message, you must interpret the message and correct the erroneous data or fill in the missing data. Then you may reapply the transaction, usually by pressing the **ENTER** key. Following are examples of the three types of edit failure messages.

\*\*\* DATE IS INVALID, FORM IS MMDDYY

This edit failure message informs the user the date entered is in the incorrect format. You must now re-enter the date in the format required (MMDDYY).

\*\*\* STATE CODE MUST BE ENTERED

This edit failure message informs the user the state code must be entered before your transaction can be processed. You must enter a valid state code.

\*\*\* USER NOT AUTHORIZED TO UPDATE PERSONNEL DATA

This edit failure message informs you that your security profile does not permit you to update personnel data. If you wish to perform this function, you should contact your Application Administrator so that your security profile can be changed.

## 6.3 SEVERE DISCREPANCY MESSAGES

Severe discrepancy messages indicate NPPS is unable to locate some data which it must have in order to perform the requested transactional processing. When you receive this type of message, you should call your system administrator who must then enter the missing data before you can proceed with this transactional processing. Following is an example of a severe discrepancy message.

@@@ TAX TABLE NOT FOUND

This severe discrepancy message indicates the processing of the transaction terminated because the tax table is required, and NPPS was not able to locate the tax table during its attempt to process the transaction. The tax table must be entered into NPPS before this transaction can be processed.

## 6.4 FATAL ERROR INFORMATION SCREEN

If you receive a fatal error information screen while using NPPS, the preferred procedure is to record all the information displayed on the screen and give it to your Installation Application Administrator. The Administrator should then notify the Help Desk of the fatal error.

```
10:44:05.7      NASA PERSONNEL AND PAYROLL SYSTEM      98-06-07
NPO9010          ***** FATAL ERROR INFORMATION *****
                  CENTER ID:9999   NPPS VERSION:99.99.99   TABLE RELEASE 9.99

DAM1090    DEBBIE

An error has occurred in the NASA Personnel and
Payroll System while processing your transaction.

Please write down or print the following

      Date-Time : 89-06-07 10:44:05.7
      Procedure : NPS2GLOB
      Statement : 200
      Error code: 933
      Error type: Natural
      System    : Payroll

Press any 'PF-KEY' or 'ENTER' key to exit
Please call HELP DESK at (256) 544-6673
```

**Figure 7.4-1 Fatal Error Information**

NPPS  
MER MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
1001	* PAYBLOCK XX SSN# XXXXXXXXXXXX XXXXXXXX IN MASTER EMPLOYEE RECORD
1002	* NORMAL RECALCULATION HAS BEEN DONE
1003	* NEW NORM NET RESULT NEGATIVE, NORMAL NET SET TO ZERO
1004	* CENTER NET PAY NEGATIVE, NET PAY SET TO ZERO
1005	* FIN-YTD CONTROL RECORD UPDATED
1006	* SPECIFY PAYBLOCK AND/OR SSN
1007	*** PAYBLOCK MUST BE NUMERIC AND 01 - 09
1008	*** EMPLOYEE # MUST BE NUMERIC
1009	*** UPDATE NOT ALLOWED, CYCLE = 3
1010	*** USER NOT AUTHORIZED TO PERFORM THIS FUNCTION
1011	*** RECORD CANNOT BE FOUND
1012	*** RECORD ALREADY EXISTS
1013	*** DATE IS INVALID, FORM IS MMDDYY
1014	*** INVALID FUNCTION CODE
1015	*** DATA BASE UPDATE UNSUCCESSFUL - CALL HELP DESK
1016	*** NAME CANNOT BE BLANK
1017	*** ADDRESS MUST BE ENTERED
1018	*** STATE MUST BE ALPHA AND PROPER U.S. ABBREVIATION
1019	*** ZIP MUST BE NUMERIC
1020	*** LIFE TABLE RECORD NOT FOUND
1021	*** EIC TABLE RECORD NOT FOUND
1022	*** RETIRE TABLE RECORD NOT FOUND
1023	*** LIMITS TABLE RECORD NOT FOUND
1024	*** PREM TABLE RECORD NOT FOUND
1025	*** NEBA TABLE RECORD NOT FOUND
1026	*** BOND TABLE RECORD NOT FOUND
1027	*** PAYBLOCK NORMALS RECORD NOT FOUND
1028	*** CENTER NORMALS RECORD NOT FOUND
1029	*** LEAVE TABLE RECORD NOT FOUND
1030	*** RATE TABLE RECORD NOT FOUND
1031	*** SIGN MUST BE "+" OR "-"
1032	*** UNSUCCESSFUL FIN-YTD CONTROL RECORD UPDATE
1033	*** FIN-YTD CONTROL RECORD NOT FOUND
1034	*** ONE OR MORE HOUR VALUES NOT IN HALF HOUR INCREMENTS
1035	*** PART TIME REMAIN MUST BE IN WHOLE OR HALF HOURS
1036	*** INVALID ROUTING#
1037	*** YTD NEGATIVE ADJUSTMENT GREATER CURRENT YTD FIELD
1038	*** YTD ADJUSTMENT RECORD NOT FOUND
1039	*** CENTER/SSN COMBINATION CANNOT BE FOUND
1040	*** INVALID SSN
1041	*** USER NOT AUTHORIZED TO UPDATE PERSONAL DATA
1042	*** USER NOT AUTHORIZED PERMISSION TO PAYBLOCK
1043	* BACKOUT PROCESSING HAS BEEN INITIATED
1044	*** INVALID T&A PAYBLOCK
1045	*** INVALID T&A SHIFT
1046	*** INVALID T&A ORGANIZATION
1047	*** TRAVEL AND FICA-RETIR DEDUCTION NOT LEGAL IN SAME PAY PERIOD
1048	*** CANNOT ADJUST EIC AMOUNT FOR A NON-PARTICIPATING EMPLOYEE
1049	*** LUMP LEAVE DEDUCTION NEGATES NET PAY AMOUNT: NOT APPLIED
1050	*** MULTI DEDUCTION NEGATES NET PAY AMOUNT: NOT APPLIED
1051	*** TRAVEL ADVANCE NEGATES NET PAY AMOUNT: NOT APPLIED
1052	*** FICA RET DEDUCTION NEGATES NET AMOUNT: NOT APPLIED

NPPS  
MER MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
1053	*** US INDEBTEDNESS DEDUCTION NEGATES NET AMOUNT: NOT APPLIED
1054	*** BANKRUPT DEDUCTION NEGATES NET AMOUNT: NOT APPLIED
1055	*** OTHER DEDUCTIONS NEGATES NET AMOUNT: NOT APPLIED
1056	*** EIGHTY-HOURS LWOP MUST NOT BE GREATER THAN 80
1057	* PRIOR YEAR LEAVE BALANCE IS OVER LIMIT
1058	* CEILING IS GREATER THAN LIMIT
1059	*** SELECTION ENTERED IS INVALID, TRY AGAIN
1060	* LEAVE CATEGORY INVALID FOR THIS SERVICE CODE
1061	*** INVALID REASON CODE (ENTER H, S, N, OR M)
1062	*** SIGNS FOR O.T. HOURS AND O.T. DOLLARS MUST NOT BE DIFFERENT
1063	*** EIC ADJUSTMENT NEGATES CURRENT PP EIC AMOUNT
1064	*** BASE ADJUSTMENT NEGATES NET PAY AMOUNT: NOT APPLIED
1065	*** GROSS ADJUSTMENT NEGATES NET PAY AMOUNT: NOT APPLIED
1066	*** NET ADJUSTMENT NEGATES NET PAY AMOUNT: NOT APPLIED
1067	*** O.T. ADJUSTMENT NEGATES NET PAY AMOUNT: NOT APPLIED
1068	*** NEITHER NET-VIA-EFT OR CHECK-ADDR ENTERED, OR BOTH WERE
1069	*** ACCT-TYPE MUST BE "C" OR "S"
1070	*** ROUTING# MUST BE NUMERIC
1071	*** EIC AMOUNT EXCEEDS TABLE LIMIT
1072	* FICA YTD EARNINGS/DEDUCTIONS SHOULD CORRESPOND
1073	* HIT YTD EARNINGS/DEDUCTIONS SHOULD CORRESPOND
1074	*** RETIRE FICA/HIT IS GREATER THAN MAX SALARY
1075	*** OPTIONAL AMOUNT MUST BE IN 5 DOLLAR INCREMENTS
1076	*** FEDERAL TAX MARITAL STATUS MUST BE "M" OR "S"
1077	*** EIC CODE MUST BE "0", "1", OR "2"
1078	*** STATE TAX MARITAL STATUS MUST BE "M", "S", OR "H"
1079	*** TAX TABLE RECORD NOT FOUND
1080	*** STATE CHANGE DISALLOWED, FORMER STATES FULL
1081	*** ENTRY MUST BE ALL BLANK OR ALL FULL
1082	*** OPEN OR TOT BALANCE SIGN NOT "+" OR "-"
1083	*** OPEN COMP BALANCE MAY NOT BE NEGATIVE
1084	*** STATUS MUST BE ("A" OR "J") OR ("B" OR "K")
1085	*** ENTRY MUST BE ALL BLANK OR ALL FULL
1086	*** TWO ACCOUNTS FOR SAME ROUTING NUMBER ILLEGAL
1087	* FICA YTD/QTd EARN/DEDUCTION SHOULD CORRESPOND
1088	* HIT YTD/QTd EARN/DEDUCTION SHOULD CORRESPOND
1089	* YTD AND CUM ADJUSTMENTS NOT EQUAL
1090	* CSRS YTD ADJ WITHOUT CSRS CUM ADJ - BALANCE WILL BE UNAFFECTED
1091	* CSRS CUM ADJ WITHOUT CSRS YTD ADJ - BALANCE WILL BE UPDATED
1092	*** YTD FICA/HIT DEDUCTION IS GREATER THAN TABLE LIMIT
1093	*** ACCT X DATE IS INVALID, FORM IS MMDDYY
1094	*** TOTAL USED NOT EQUAL TO SUM OF CUMULATIVE USED
1095	*** CFC ORGANIZATION CODE MUST BE BLANK OR MATCH CFC TABLE
1096	*** CFC DEDUCTION AMOUNT MUST NOT BE LESS THAN 50 CENTS
1097	*** CFC DEDUCTION MUST BE ENTERED IF CFC ORGANIZATION IS ENTERED
1098	*** CFC ORGANIZATION REQUIRED WHEN CFC AMOUNT > 0
1099	*** MIL DEPOSIT DEDUCTION AMOUNT > REQ MIL DEPOSIT DEDUCTION
1100	*** INTEREST TABLE RECORD NOT FOUND
1101	*** MIL DEPOSIT ALREADY PAID IN FULL
1102	*** MIL DEPOSIT DEDUCTION EXCEEDS BALANCE DUE
1103	*** BOTH MIL DEPOSIT DEDUCTION AND MIL DEPOSIT CASH NOT ALLOWED
1104	*** REQ MIL DEPOSIT CANNOT BE ZERO WHEN CUM MIL DEPOSIT > 0

NPPS  
MER MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
1105	*** YTD TRAUMATIC IS OVER LIMIT
1106	*** YTD MILITARY IS OVER LIMIT
1107	*** RETIRE FICA/HIT IS GREATER THAN MAXIMUM SALARY
1108	*** YTD FICA/HIT DEDUCTION IS GREATER THAN TABLE LIMIT
1109	*** HIT AND FICA DEDUCTION NOT ALLOWED
1110	*** BOND CODE MUST BE (A OR J)/(B OR K)/(C OR L)
1111	*** DEDUCTION MUST BE AT LEAST \$3.75
1112	*** CO-OWNER/BENEFICIARY CODE MUST BE "POD" OR "OR" OR BLANK
1113	*** ALL OWNER DATA REQUIRED EXCEPT NAME
1114	*** BALANCE MUST BE ZERO ON NEW BOND ENTRY
1115	*** OR/POD NAME REQUIRED WHEN OR/POD CODE ENTERED
1116	*** DENOMINATION NOT IN BOND TABLE
1117	*** DEDUCTION LARGER THAN BOND PRICE
1118	*** BOND MAY NOT BE REACTIVATED UNTIL AFTER INITIALIZATION
1119	* NEBA AGE > 69, OPTIONAL INS NOT COMPUTED
1120	*** NEBA BASIC MUST BE Y OR BLANK
1121	*** NEBA SPOUSE MUST BE Y OR BLANK
1122	*** NEBA OPTIONAL UNITS MUST BE 1 - 6 OR BLANK
1123	*** SMOKER MUST BE S OR N WHEN OPTION IS 1 - 6
1124	*** BIRTH DATE REQUIRED IN PERSONNEL TO COMPUTE NEBA
1125	*** AGE NOT LOCATED IN NEBA TABLE
1126	*** NEBA NOT ALLOWED FOR SERVICE CODE "C" EMPLOYEE
1127	* LUMP SUM LEAVE HOURS NOT EQUAL ANNUAL LEAVE BALANCE
1128	*** DAYS YTD-USED SHOULD BE 0-130
1129	*** DAYS YTD-USED NOT ALLOWED WHEN DAYS LIMIT IS 0
1130	*** DOLLARS YTD-USED NOT ALLOWED WHEN DOLLARS LIMIT IS 0
1131	*** PENDING OR REACTIVATE FLAG SHOULD BE "P", "R" OR " "
1132	*** EMPLOYEE CAN ONLY BE TERMINATED THRU THE PERSONNEL SYSTEM
1133	*** EMPLOYEE ALREADY REACTIVATED
1134	*** ONLY ONE LIMIT GROUP ALLOWED; "DAYS", "DOLLARS", OR "HOURS"
1135	*** NON-ACTIVE EMPLOYEE STATUS DISALLOWS PENDING TERM
1136	*** HOURS YTD-USED NOT ALLOWED WHEN HOURS LIMIT IS 0
1137	*** ADJUSTMENTS NEGATES NET AMOUNT: NOT APPLIED
1138	*** ACTIVE EMPLOYEE NOT ALLOWED TO BE REACTIVATED
1139	*** EMPLOYEE RECORD HAS BEEN DELETED, CONTACT HELP DESK
1140	*** PAYBLOCK OR EMPLOYEE RECORD IS NOT ON FILE
1141	*** PAYBLOCK IS INVALID (NOT NUMERIC AND 01 - 10)
1142	*** SSN IS INVALID (NOT BLANK OR NUMERIC)
1143	*** CA. ADDITIONAL EXEMP VALID FOR STATE CODE "CA" ONLY
1144	*** MER RECORD NOT FOUND
1145	*** PERSONNEL RECORD NOT FOUND
1146	*** PLEASE SELECT AN OPTION
1147	*** YTD RECORD NOT FOUND
1148	*** SALARY TABLE RECORD NOT FOUND
1149	*** REG RECORD NOT FOUND
1150	*** MIL DEPOSIT DEDUCTION MUST BE ENTERED WHEN REQ MIL DEPOSIT-AMOUNT
1151	*** ALL FIELDS MUST BE ZEROED AND TRANS REENTERED
1152	*** UNION CODE NOT FOUND IN UNION TABLE
1153	*** ADJUSTMENT EXCEEDS EIC TABLE LIMIT
1154	*** ROUTING#/BRANCH# KEY NOT FOUND AND MUST BE IN FINANCIAL TABLE
1155	*** STATE CODE MUST BE ENTERED
1156	*** GB YTD AND CUM ADJUSTMENTS MUST BE EQUAL

NPPS  
MER MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
1157	*** GM YTD AND CUM ADJUSTMENTS MUST BE EQUAL
1158	*** TSP-RECNO MUST BE "21" OR "41"
1159	*** NON-PAY INDICATOR MUST BE "X" OR BLANK
1162	*** NON-PAY INDICATOR MUST BE BLANK
1163	*** INVALID TSP-RCDNO OR NON-PAY
1164	* TSP-ADJ RECORD UPDATED
1165	*** AT LEAST ONE TYPE MUST BE ENTERED
1166	*** INVALID TYPE/HOURS COMBINATION ENTERED
1167	*** STATUS MUST BE ("C" OR "J") OR ("D" OR "K")
1168	*** TSP LOANS CANNOT HAVE SAME ACCOUNT NUMBER
1169	* CSRS EMPLOYEE WITH A FERS UPDATE
1170	* FERS EMPLOYEE WITH A CSRS UPDATE
1171	* FERS YTD ADJ WITHOUT FERS CUM ADJ - BALANCE WILL BE UNAFFECTED
1172	* FERS CUM ADJ WITHOUT FERS YTD ADJ - BALANCE WILL BE UPDATED
1173	* RECIPIENT RECORD IS UPDSTED FOR EVERY 25 DONOR RECORDS PROCESSED
1174	* NIGHT DIFF ADJUSTMENT NOT ALLOWED FOR FEDERAL WAGE EMPLOYEES
1175	*** NET-VIA-EFT, CHECK-ADDR OR OFFICE CHECK MUST BE ENTERED
1176	*** ENTER EITHER NET-VIA-EFT OR OFFICE CHECK, NOT BOTH
1177	*** ENTER EITHER CHECK-ADDR OR OFFICE CHECK, NOT BOTH
1178	*** ZIP MUST BE NUMBERS, ENTERED IN FORMAT NNNNN-NNNN OR NNNNN ONLY

NPPS  
T&A MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
3001	*** SPLIT SHIFT ONLY VALID FOR WAGE BOARD EMPLOYEES
3002	*** T & A BASE HOURS NOT NUMERIC
3003	*** T & A OVERTIME HOURS NOT NUMERIC
3004	*** T & A NIGHT DIFFERENTIAL NOT NUMERIC
3005	*** T & A COMP TIME EARNED NOT NUMERIC
3006	*** T & A HOLIDAY WORKED HOURS NOT NUMERIC
3007	*** T & A SUNDAY DIFFERENTIAL HOURS NOT NUMERIC
3008	*** T & A HAZARDOUS DUTY HOURS NOT NUMERIC
3009	*** T & A ANNUAL LEAVE USED HOURS NOT NUMERIC
3010	*** T & A SICK LEAVE USED HOURS NOT NUMERIC
3011	*** T & A COMP TIME USED HOURS NOT NUMERIC
3012	*** T & A LWOP HOURS NOT NUMERIC
3013	*** T & A SUSPENSION HOURS NOT NUMERIC
3014	*** T & A AWOL HOURS NOT NUMERIC
3015	*** T & A HOLIDAY HOURS NOT NUMERIC
3016	*** T & A RESTORED LEAVE HOURS NOT NUMERIC
3017	*** T & A OTHER LEAVE HOURS NOT NUMERIC
3018	*** NIGHT DIFFERENTIAL REQUIRED WITH 2ND SHIFT
3019	*** T & A ILLEGAL, FOR NON-SEVERANCE INACTIVE EMPLOYEE
3020	*** DATE IS INVALID, FORM MMDDYY
3021	@@@ PAY RECORD NOT FOUND
3022	*** INVALID T & A SHIFT CODE. (1,2,3)
3023	*** REG HOURS MUST NOT BE GREATER THAN 40 PER WEEK
3024	*** ANNUAL LEAVE HOURS MUST NOT BE GREATER THAN 40
3025	*** SICK LEAVE HOURS MUST NOT BE GREATER THAN 40
3026	*** HOLIDAY LEAVE HOURS MUST BE IN 8 HOUR INCREMENTS
3027	*** LWOP HOURS MUST NOT BE GREATER THAN 40, EMPLOYEE NOT ELIGIBLE
3028	*** AWOL HOURS MUST NOT BE GREATER THAN 40, EMPLOYEE NOT ELIGIBLE
3029	*** SUSPENSION HOURS MUST NOT BE GREATER THAN 40, EMPLOYEE NOT ELIGIBLE
3030	*** NIGHT DIFFERENTIAL HOURS MUST BE <= BASE + PREMIUM + PAID LEAVE
3031	@@@ LIMIT TABLE NOT FOUND
3032	*** PREMIUM HOURS NOT ALLOWED FOR THIS EMPLOYEE
3033	*** NIGHT HOURS NOT ALLOWED FOR THIS EMPLOYEE
3035	*** SUNDAY DIFFERENTIAL HOURS MUST NOT BE GREATER THAN 16
3036	*** HAZARDOUS HOURS MUST BE <= BASE + PREMIUM + PAID LEAVE
3037	*** THIRD SHIFT LEGAL ONLY FOR WAGE BOARD EMPLOYEES
3038	*** EMPLOYEE NOT ELIGIBLE FOR ANNUAL LEAVE
3039	*** EMPLOYEE NOT ELIGIBLE FOR SICK LEAVE
3040	*** EMPLOYEE NOT ELIGIBLE FOR COMP TIME
3041	*** EMPLOYEE NOT ELIGIBLE FOR PAID COMP TIME
3043	*** EMPLOYEE NOT ELIGIBLE FOR RESTORED LEAVE
3044	*** EMPLOYEE NOT ELIGIBLE FOR MILITARY LEAVE
3045	*** EMPLOYEE NOT ELIGIBLE FOR ADMINISTRATIVE LEAVE
3046	*** EMPLOYEE NOT ELIGIBLE FOR JURY DUTY LEAVE
3047	*** EMPLOYEE NOT ELIGIBLE FOR GRADUATE STUDY LEAVE
3048	*** EMPLOYEE NOT ELIGIBLE FOR EXCUSED LEAVE
3049	*** EMPLOYEE HAS NO INJURY LIMIT DATE, COP HOURS ILLEGAL
3050	*** EMPLOYEE NOT ELIGIBLE FOR RELIGIOUS LEAVE
3051	*** UNSUCCESSFUL UPDATE, NOTIFY YOUR SUPERVISOR
3052	*** LEAVE BALANCE FOR LEAVE EARN CATEGORY ZERO (0), INSUFFICIENT
3053	*** ERROR IN ADDING HUNDRED RECORD, NOTIFY YOUR SUPERVISOR.
3054	*** LOGFILE IS FULL. NOTIFY YOUR SUPERVISOR
3055	* MIL LV DAYS FOR PART TIME EMPL MUST BE UPDATED MANUALLY ON OTHLV SCREEN
3056	* MILITARY LEAVE FOR NON-WORK DAYS MUST BE UPDATED MANUALLY ON OTHLV SCREEN
3057	*** HOME LEAVE ENTERED IS GREATER THAN BALANCE
3058	*** BASE HOURS + PAID LEAVE HOURS + NON PAID LEAVE HOURS NOT EQUAL 40
3059	*** BASE + PAID LEAVE + NON PAID LEAVE + O.T. FOR AN IRREGULAR TOUR < 40
3060	*** EMPLOYEE REACHED HOUR PAY LIMIT IN A PRIOR PAY PERIOD



NPPS  
T&A MESSAGES

MESSAGE  
NUMBER

ERROR/INFORMATIONAL MESSAGE

3061 \*\*\* EMPLOYEE REACHED DOLLAR PAY LIMIT IN A PRIOR PAY PERIOD  
3062 \*\*\* T & A PAYBLOCK RECORD NOT FOUND  
3063 \*\*\* T & A CENTER RECORD NOT FOUND  
3064 \* DOLLAR LIMIT EXCEEDED THIS PP: DOLLARS CUT FROM EARNINGS  
3065 \*\*\* INVALID GRADE/PAY RATE TABLE NOT FOUND  
3066 \* DAY LIMIT EXCEEDED THIS PP: DAYS NOT INCLUDED IN EARNINGS  
3067 \*\*\* SPLIT SHIFT CARDS NOT IN PROPER ORDER  
3068 \* DATE LIMIT REACHED THIS PP: = CURRENT GROSS PAY  
3069 \* OVER STAT LIMIT, PAY-CUT IS  
3070 \* HOUR LIMIT REACHED THIS PP: HOURS NOT INCLUDED IN EARNINGS  
3071 \*\*\* EMPLOYEE REACHED DAY LIMIT IN PRIOR PAY PERIOD  
3072 \*\*\* EMPLOYEE EXCEEDED DATE LIMIT IN PRIOR PAY PERIOD  
3073 \* FICA DEDUCTION LIMIT REACHED FOR THIS EMPLOYEE  
3074 @@@ REGISTER RECORD NOT FOUND  
3075 \* INSUFFICIENT NET AMOUNT, NO ALLOTMENT DEDUCTION  
3076 \* INSUFFICIENT NET AMOUNT, NO CFC DEDUCTION  
3077 @@@ BOND TABLE NOT FOUND  
3078 \*\*\* INVALID BOND DENOMINATION  
3079 @@@ CONTROL RECORD NOT FOUND  
3080 @@@ EIC TABLE NOT FOUND  
3081 \* CURRENT EIC AMOUNT IS NEGATIVE  
3082 @@@ RETIREMENT TABLE NOT FOUND  
3083 @@@ TAX TABLE NOT FOUND  
3084 \*\*\* HEALTH CODE MATCH NOT FOUND IN TABLE  
3085 \*\*\* INVALID STATE CODE  
3086 \* INSUFFICIENT NET AMOUNT, NO UNION DEDUCTION  
3087 \* INSUFFICIENT NET AMOUNT, NO BOND DEDUCTION  
3088 \*\*\* INVALID IINSURANCE CODE  
3089 @@@ LIFE TABLE NOT FOUND  
3090 @@@ UNION TABLE NOT FOUND  
3091 @@@ PREMIUM TABLE NOT FOUND  
3092 \* INSUFFICIENT NET AMOUNT, NO BANKRUPTCY DEDUCTION  
3093 \* INSUFFICIENT NET AMOUNT, NO BASIC LIFE DEDUCTION  
3094 \*\*\* MILITARY LEAVE HOURS MUST BE IN 8 HOUR INCREMENTS  
3095 \* INSUFFICIENT NET AMOUNT, NO DEDUCTIONS COMPUTED  
3096 \* INSUFFICIENT NET AMOUNT, NO HEALTH DEDUCTION  
3097 \* INSUFFICIENT NET AMOUNT, NO BILL OF COLLECTION DEDUCTION  
3098 \* INSUFFICIENT NET AMOUNT, NO RET-FICA DEDUCTION  
3099 \* HRS CONVERTED FROM TO  
3100 \* 80 HOUR LWOP EXCEEDED, RIC AL AND SL  
3101 \* A/L USED EXCEEDS MAX  
3102 \* S/L USED EXCEEDS MAX  
3103 \* MILITARY LEAVE USED EXCEEDS MAX  
3104 \* TRAUMATIC LEAVE USED EXCEEDS MAX  
3105 \* COP LEAVE USED EXCEEDS MAX  
3106 \* COMP TIME LOST THROUGH AGING  
3107 \* COMP TIME USED APPLIED TO CURRENT EARNED  
3108 \*\*\* REG-HRS MUST BE DIVISIBLE BY 8 FOR DAILY PAID EMPLOYEES \*  
3109 @@@ MER RECORD NOT FOUND  
3110 \*\*\* ERROR IN UPDATING PAYFILE --- BACKOUT  
3111 \*\*\* INVALID HOLIDAY LEAVE/WORKED HOURS  
3112 \*\*\* EMPLOYEE ONLY PERMITTED REG FIELD ENTRY  
3113 \*\*\* EMPLOYEE NOT ELIGIBLE FOR SHIFT WORK  
3114 \* INSUFFICIENT NET AMOUNT, NO MISCELLANEOUS DEDUCTION  
3115 \$\$\$\$\$\$\$\$\$\$ THIS MESSAGE NUMBER IS NOT USED AT THIS TIME  
3116 \*\*\* ONLY ZERO (0) HOURS T & A ALLOWED FOR SEVERANCE EMPLOYEE  
3117 \$\$\$\$\$\$\$\$\$\$ THIS MESSAGE NUMBER IS NOT USED AT THIS TIME

NPPS  
T&A MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
3118	* INSUFFICIENT NET AMOUNT, NO MILITARY DEPENDENT DEDUCTION TAKEN
3119	* 80 HOURS LWOP EXCEEDED FOR PART TIME
3120	\$\$\$\$\$\$\$\$\$\$ THIS MESSAGE NUMBER IS NOT USED AT THIS TIME
3121	* SPLIT SHIFT : ADDITIONAL CARD REQUIRED
3122	*** DATA BASE DAMAGED - CHANGE IS NOT ALLOWED
3123	* CURRENT COMP HOURS CUT
3124	* INSUFFICIENT NET AMOUNT, NO OPTIONAL LIFE DEDUCTION
3125	*** TOTAL BASE + PAID LEAVE + NON PAID LEAVE FOR WEEK GREATER THAN 40
3126	* INSUFFICIENT NET AMOUNT, NO CIVIL-SERV-CREDIT DEDUCTION
3127	* INSUFFICIENT NET AMOUNT, NO CSRS DEDUCTION
3128	* LEAVE CATEGORY CHANGE FROM TO
3129	* PAID FLSA WEEK 1
3130	* REENTER T & A LEAVE HOURS CONVERTED TO COMP AS COMP ***
3131	* PAID FLSA WEEK 2
3132	* INSUFFICIENT NET AMOUNT, NO FEDERAL TAX OPTIONAL DEDUCTION
3133	@@@ NEBA TABLE NOT FOUND
3134	*** AGE CLASS OUT OF RANGE, NOT FOUND IN NEBA TABLE
3135	* INSUFFICIENT NET AMOUNT, NO NEBA DEDUCTION
3136	* BASE ADJUSTMENT NEGATES BASE EARNINGS, NOT APPLIED
3137	* EMPLOYEE REGISTER OUT OF BALANCE
3138	* GROSS ADJUSTMENT NEGATES GROSS EARNINGS, NOT APPLIED
3139	* OVERTIME ADJUSTMENT NEGATES OVERTIME EARNINGS, NOT APPLIED
3140	* INVALID LEAVE CATEGORY
3141	* NO ANNUAL LEAVE ACCRUED FOR 89 DAYS OR LESS EMPLOYEE APPOINTMENT
3142	* BASE EARNINGS > PREMIUM LIMIT, PREMIUM EARNINGS HAVE BEEN CUT
3145	*** T & A ILLEGAL, INACTIVE/REACTIVATED
3146	* NET ADJUSTMENT NEGATES NET PAY AMOUNT, NOT APPLIED
3147	* WK HOURS COMP TIME CONVERTED TO OVERTIME
3148	*** ONLINE PROCESSING NOT ALLOWED - PARTIAL = "2"
3149	* UNSUCCESSFUL UPDATE ON T & A PAYBLOCK AND CENTER
3150	* YTD-FICA EARN/DEDUCTION SHOULD CORRESPOND, NO FICA DEDUCTION
3151	* INSUFFICIENT NET AMOUNT, NO STATE TAX DEDUCTION
3152	* NEBA DEDUCTION NOT COMPUTED FOR COOP EMPLOYEE
3153	*** OVERTIME HOURS MUST NOT BE GREATER THAN 336
3154	*** INTEREST TABLE NOT FOUND
3155	* MILITARY DEPOSIT ALREADY PAID IN FULL - DEDUCTION NOT TAKEN
3156	* MILITARY DEPOSIT EXCEEDS BALANCE DUE - DEDUCTED ONLY BALANCE DUE
3157	* INSUFFICIENT NET AMOUNT. NO FERS DEDUCTION
3158	*** PROGRAM ERROR; ERROR>0000000; LINE>0000000; PROGRAM>XXXXXXXX
3159	*** COMP TIME EARNED HOURS MUST NOT BE GREATER THAN 336
3160	* INSUFFICIENT NET AMOUNT. NO TSP DEDUCTION
3161	* INSUFFICIENT NET AMOUNT. NO TSP-PY DEDUCTION
3162	* TSP-ADJ NEGATES NET EARNINGS. NOT APPLIED
3163	* TSP-PRIOR-ADJ NEGATES NET EARNINGS. NOT APPLIED
3164	* INSUFFICIENT NET AMOUNT, NO FERS ADJUSTMENT
3165	*** INVALID T & A LEAVE OR OTHER LEAVE CODE
3166	*** EMPLOYEE NOT ELIGIBLE FOR CREDIT LEAVE
3167	*** EMPLOYEE NOT ELIGIBLE FOR COURT LEAVE
3168	*** EMPLOYEE NOT ELIGIBLE FOR HOME LEAVE
3169	*** HAZARDOUS RATE CODE MUST BE SET IF HAZARDOUS HOURS ENTERED
3170	@@@ HAZARDOUS RATE TABLE NOT FOUND
3171	* PARTIAL BANKRUPT DEDUCTION TAKEN
3172	* PARTIAL CHILD SUPPORT DEDUCTION TAKEN
3173	* PARTIAL U.S. DEBT DEDUCTION TAKEN
3174	* ADVANCED SICK LEAVE OWED BALANCE WAS REPAID THIS PERIOD
3175	* SEVERENCE PAY LIMIT HAS BEEN REACHED THIS PAY PERIOD
3176	* RELIGIOUS COMP TIME LOST THROUGH AGING
3177	* HOURS UNUSED COMP TIME PAID: DOLLARS ADDED TO GROSS PAY

NPPS  
T&A MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
3178	* INSUFFICIENT NET AMOUNT - NO COUNTY TAX ADJUSTMENT
3179	* INSUFFICIENT NET AMOUNT - NO FEGLI ADJUSTMENT
3180	* INSUFFICIENT NET AMOUNT - NO FEDERAL TAX ADJUSTMENT
3181	* INSUFFICIENT NET AMOUNT - NO TSP LOAN ADJUSTMENT
3182	* INSUFFICIENT NET AMOUNT - NO CFC ADJUSTMENT
3183	* INSUFFICIENT NET AMOUNT - NO UNION DUES ADJUSTMENT
3184	* INSUFFICIENT NET AMOUNT - NO CIV SERV CREDIT ADJUSTMENT
3185	* INSUFFICIENT NET AMOUNT - NO FEHB ADJUSTMENT
3186	* INSUFFICIENT NET AMOUNT - NO CITY TAX ADJUSTMENT
3187	* INSUFFICIENT NET AMOUNT - NO EIC ADJUSTMENT
3188	* INSUFFICIENT NET AMOUNT - NO STATE TAX ADJUSTMENT
3189	* INSUFFICIENT NET AMOUNT - NO HIT ADJUSTMENT
3190	* INSUFFICIENT NET AMOUNT - NO CSRS ADJUSTMENT
3191	*** SUNDAY HOURS NOT ALLOWED FOR THIS EMPLOYEE
3192	* INSUFFICIENT NET AMOUNT, NO CITY TAX DEDUCTION
3193	* INSUFFICIENT NET AMOUNT, NO COUNTY TAX DEDUCTION
3194	* INSUFFICIENT NET AMOUNT, NO BOND REFUND ADJUSTMENT
3195	*** INSUFFICIENT NET AMOUNT, NO TSP DEDUCTION
3196	*** INSUFFICIENT NET AMOUNT, NO TSP-PY DEDUCTION
3197	* BANKRUPTCY TOTAL DEDUCTION REACHED
3198	* U S DEBT TOTAL DEDUCTION REACHED
3199	* CHILD SUPPORT TOTAL DEDUCTION REACHED
3200	* CHILD SUPPORT DATE LIMIT REACHED
3201	* FIRST T & A FOR EMPLOYEE
3202	* SECOND T & A FOR EMPLOYEE
3203	* THIRD T & A FOR EMPLOYEE
3204	* TSP LOAN ALLOTMENT(S) NOT PAID
3205	* HEAD OF AGENCY SCHEDULED SALARY REACHED
3206	*** EMPLOYEE ALLOWED ONLY REGULAR AND RELIGIOUS HOURS
3207	* LAST SHIFT WORKED NOT ALLOWED FOR NON WAGE-BOARD EMPLOYEE
3208	*** LAST SHIFT WORKED REQUIRED FOR SPLIT SHIFT EMPLOYEE
3209	*** LAST SHIFT WORKED DOES NOT MATCH EMPLOYEE SHIFT CODE
3210	*** B/W BASE HRS + PAID LEAVE HRS + NON PAID LEAVE HRS NOT EQUAL 80
3211	*** REG-HRS CANNOT HAVE DECIMAL FOR DAILY PAID EMPLOYEES *
3212	* SICK LEAVE ADV DATE LIMIT EXCEEDED, NO ADV SICK LEAVE USED
3213	* NITE ADJ NEGATES GROSS EARNINGS, NITE ADJ HRS AND DOLLARS NOT APPLIED
3214	* HAZ ADJ NEGATES GROSS EARNINGS, HAZ ADJ HRS AND DOLLARS NOT APPLIED
3215	* SUN ADJ NEGATES GROSS EARNINGS, SUN ADJ HRS AND DOLLARS NOT APPLIED
3216	* HOL WK ADJ NEGATES GROSS EARNINGS, HOL WK HRS AND DOLLARS NOT APPLIED
3217	* FIRE/F PREM ADJ NEGATES GROSS EARNINGS, FIRE/F PREM ADJ NOT APPLIED
3218	* FOREIGN DIFF ADJ NEGATES GROSS EARNINGS, FOREIGN DIFF ADJ NOT APPLIED
3219	* COLA ADJ NEGATES NET EARNINGS, COLA ADJ NOT APPLIED
3220	* INSUFFICIENT NET AMOUNT, NO CURRENT CODE FEHB ADJUSTMENT
3221	* FRMR ST DED ADJUSTMENT NEGATES NET PAY, FRMR ST ADJ NOT APPLIED
3222	*** EMPLOYEE ADDRESS RECORD NOT FOUND
3223	* THE STATE, FOR A FRMR STATE DED ADJ, WAD NOT A FRMR STATE IN EMP REC
3224	* FRMR ST ADJ AMT MAKES FRMR ST YTD DED GO NEGATIVE, FRMR ST ADJ NOT APP
3225	*** PAY PERIOD DOESNT CONTAIN A HOLIDAY
3226	*** FLEXITOUR COMP TIME LIMIT EXCEEDED
3227	*** FLEXITOUR CREDIT HOUR LIMIT EXCEEDED
3228	* FLEXITOUR CT LIMIT INVOLVED; OLDEST CT HOURS REFRESHED BY CURRENT EARNED
3229	* INSUFFICIENT NET PAY, RETIREMENT ADJUSTMENT NOT MADE
3230	* RE-EMPL-ANNUIT WHOSE SCHEDULED SALARY IS LESS THAN SALARY CURRENTLY PAID
3231	*** HAZARDOUS DUTY HOURS NOT ALLOWED FOR THIS EMPLOYEE
3232	*** FICA DEDUCTION NOT TAKEN; FICA DEDUCTION CAUSES NET PAY TO GO NEGATIVE
3233	* INSUFFICIENT NET AMOUNT, NO HIT/FICA DEDUCTION
3234	* OASDI AND/OR HIT EARNINGS HIGHER THAN TRETIR
3235	*** WEEKLY TOTAL HOURS > PAY-WK-UNCOM-TOUR-HRS FOR EITHER OR BOTH T+A WEEKS

NPPS  
T&A MESSAGES

MESSAGE  
NUMBER

ERROR/INFORMATIONAL MESSAGE

3236 \*\*\* WEEKLY TOTAL HOURS NOT = PAY-WK-UNCOM-TOUR-HRS FOR EITHER OR BOTH T+A WKS  
3237 \*\*\* REG/AL/SL/LWOP/AWOL/SUS HRS FOR A WEEK CAN NOT BE > PAY-WK-UNCOM-TOUR-HRS  
3239 \*\*\* PART-TIME EMPLOYEE, PAY-PTHOURS (SCHEDULED HOURS) CAN NOT BE ZERO  
3240 \*\*\* TOTAL PAID AND NON-PAID HOURS GREATER THAN 80 FOR A COMPRESSED WEEK EMPL  
3241 \*\*\* DOLLAR LIMIT HAS BEEN REACHED FOR DOLLAR LIMITED EMPLOYEE  
3242 \*\*\* HOUR LIMIT HAS BEEN REACHED FOR HOURLY LIMITED EMPLOYEE  
3243 \*\*\* DAY LIMIT HAS BEEN REACHED FOR DAILY PAID EMPLOYEE  
3244 \* FLEXITOUR CREDIT HOURS EARNED HAVE BEEN FORFEITED DUE TO CREDIT BAL LIMIT  
3245 \* (BASE-EARN + BASE-ADJ) <= 0, NO TSP DEDUCTION  
3247 \* STAT LIMIT CUT RESULTED IN OVER TIME EARNINGS BEING CUT BY  
3248 \* STAT LIMIT CUT RESULTED IN NITE DIFF EARNINGS BEING CUT BY  
3249 \* STAT LIMIT CUT RESULTED IN HOL WRKED EARNINGS BEING CUT BY  
3250 \* STAT LIMIT CUT RESULTED IN SUN DIFF EARNINGS BEING CUT BY  
3251 \* TSP DIST RATES NOT PRESENT; 100% G-FUND ASSUMED FOR TSP BASIC GOV CONTRIB  
3252 \*\*\* MILITARY LEAVE REPORTED GREATER THAN BALANCE AVAILABLE  
3253 \*\*\* B/W BASE HRS NOT = SCHED PT HRS (CMPRSD WK EMP)  
3254 \*\*\* B/W BASE HRS GREATER THAN SCHED HRS PT HRS (CMPRSD WK EMP)  
3256 \*\*\* PERSONNEL SALARY TABLE NOT FOUND FOR COMPUTING HAZARD RATE  
3257 \*\*\* REG-HRS CANNOT BE GREATER THAN 56 FOR DAILY PAID EMPLOYEES \*  
3258 \* RETENTION-ALLOW-ADJ NEGATES GROSS EARNINGS, RET-ALLOW-ADJ NOT APPLIED  
3259 \* SUPERVISOR-DIFF-ADJ NEGATES GROSS EARNINGS, SUP-DIFF-ADJ NOT APPLIED  
3261 \* DONATED LEAVE IS ON FILE BUT IS NOT AVAILABLE FOR USE  
3262 \*\*\* DAILY PAID EMP'S ARE NOT PERMITTED PREMIUM PAID HOURS  
3265 \* (TSP LOAN ADJ) + (TSP LOAN DED) < 0; TSP LOAN ADJ NOT MADE  
3266 \* (CFC ADJ) + (CFC DED) < 0; CFC ADJ NOT MADE  
3267 \* (UNION ADJ) + (UNION DED) < 0; UNION ADJ NOT MADE  
3268 \*\*\* HOURLY PAID WORKSCH "I" EMPLOYEES ONLY ALLOWED REG AND O.T. HOURS  
3269 \* MILITARY BALANCE DUE LESS THAN ZERO; NO DEDUCTION TAKEN  
3270 \* STAFF DIFF ADJ NEGATES GROSS EARNINGS, STAFF DIFF ADJ NOT APPLIED  
3271 \* A.U.O. ADJ NEGATES GROSS EARNINGS, A.U.O. ADJ NOT APPLIED  
3272 \* LOCAL PAY ADJ NEGATES GROSS EARNINGS, LOCAL PAY ADJ NOT APPLIED  
3273 \* ADV PAY ADJ NEGATES GROSS EARNINGS, ADV PAY ADJ NOT APPLIED  
3274 \* NO ADVANCE PAY DEDUCTION TAKEN THIS PAY PERIOD  
3275 \* STAT LIMIT CUT RESULTED IN A. U. O. EARNINGS BEING CUT BY  
3276 \* STAT LIMIT CUT RESULTED IN STAFF DIFF EARNINGS BEING CUT BY  
3278 \* ADV PAY ADJ CANCELLED, AS TOTAL PAID WOULD BE > TOTAL OWED  
3279 \* ADV PAY ADJ CANCELLED, AS REFUND WOULD BE > TOTAL CUM PAID  
3280 \*\*\* NEW EMPLOYEE DOES NOT HAVE CHECK ROUTING INFORMATION  
3281 \* STATUTORY LIMIT CUTS CURRENT COMP TIME EARNED HOURS  
3282 \* WEEKLY T+A BASE HRS LESS THAN ONE HALF SCHED PT HRS  
3283 \*\*\* TOTAL T+A BASE HRS LESS THAN SCHED PT HRS  
3284 \*\*\* TOA HRS ENTERED WITH NO TOA BALANCE AVAILABLE  
3285 \*\*\* INVALID LAST SHIFT WORKED FOR WAGE BOARD EMPLOYEE  
3287 \* LUMP SUM HOURS NOT EQUAL TO LEAVE BALANCES  
3288 \*\*\* ADJ(S) REMOVED, RE-ENTER "TAEDIT" HOURS IF T&A STATUS IN ERROR  
3289 \* GARNISH DEDUCTION IS 25% OR MORE OF DISPOSIBLE INCOME  
3290 \* INSUFFICIENT NET AMOUNT, ONE OR MORE GARNISH PAYMENTS NOT MADE  
3291 \* ONE OR MORE GARNISH ACCOUNTS PAID IN FULL  
3292 \* FRMR CITY ADJ NEGATES NET PAY, FRMR CITY ADJ NOT APPLIED  
3293 \* FRMR CITY ADJ FORCES CITY YTD DEDUCTION NEGATIVE, ADJ NOT APPLIED  
3294 \* THE CITY, FOR A FRMR CITY ADJ, WAS NOT A FRMR CITY IN EMP REC  
3295 @@@ NEBA TRAVEL TABLE NOT FOUND  
3296 \*\*\* NEBA TRAVEL DATA NOT FOUND IN NEBA TRAVEL TABLE  
3297 \* INSUFFICIENT NET AMOUNT, NO NEBA TRAVEL DEDUCTION  
3298 \* STAT LIMIT CUT RESULTED IN AVAILABILITY PAY BEING CUT BY  
3299 \* AVAIL PAY ADJ NEGATES GROSS EARNINGS, AVAIL PAY ADJ NOT APPLIED  
3300 \*\*\* COMPRESSED WORK WEEK NOT ALLOWED FOR EMPLOYEES WITH AVAILABILITY PAY

NPPS  
T&A MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
9001	*** TAX TABLE RECORD NOT ON FILE
9002	*** FEDERAL MARITAL CODE IS INVALID (NOT S/M)
9003	*** STATE CODE IS INVALID
9004	*** TAX TABLE RECORD NOT ON FILE
9005	*** STATE MARITAL CODE IS INVALID FOR THIS STATE
9006	*** RETIREMENT TABLE RECORD NOT ON FILE
9007	*** BASIC NEBA TABLE RECORD NOT ON FILE
9008	*** EMPLOYEE AGE NOT FOUND IN BASIC NEBA TABLE
9009	*** OPTIONAL NEBA TABLE NOT ON FILE
9010	*** EMPLOYEE AGE NOT FOUND IN OPTIONAL NEBA TABLE
9011	*** LIFE INSURANCE TABLE RECORD NOT ON FILE
9012	*** LIFE INSURANCE AGE GROUP IS INVALID (NOT 1 - 7)
9013	*** LIFE INSURANCE CODE INVALID - NOT IN LIFE INS TABLE
9014	*** HEALTH INSURANCE TABLE RECORD NOT ON FILE
9015	*** UNION DEDUCTION TABLE RECORD NOT ON FILE
9016	* NEW NORMALS NET IS NEGATIVE
9017	*** EMPLOYEE PAY MASTER RECORD NOT ON FILE
9018	*** EMPLOYEE MER MASTER RECORD NOT ON FILE
9019	*** NORMALS PAYBLOCK RECORD NOT ON FILE
9020	*** HOURLY RATE IS ZERO - NORMALS NOT COMPUTED
9021	*** PAYROLL CONTROL RECORD NOT ON FILE
9022	*** BIRTH DATE IS INVALID - NORMALS NOT COMPUTED
9023	*** TAXABLE GROSS LESS THAN MINIMUM TAX TABLE GROSS - NORMALS NOT COMPUTED
9024	*** NEW EMPLOYEE PAYBLOCK NOT ASSIGNED - NORMALS NOT COMPUTED
9025	*** NEBA TRAVEL TABLE RECORD NOT ON FILE
9158	*** PROGRAM ERROR; ERROR>0000000; LINE>0000000; PROGRAM>XXXXXXXX

# **APPENDIX C**

## **PRODUCTION OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

## **7. PRODUCTION OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

This appendix provides the necessary information for Production Support personnel to run NPPS batch jobs. Initiation Procedures, including the use of the BJS, and Monitoring Procedures are explained in detail in section 5.0.

Each job will be treated as a separate section. The information for each section will include a brief overview, the expected execution schedule, data inputs expected for each process, any special instructions, and an output validation and product checklist.

The batch jobs are separated into predefined NPPS processes and individual reports, each of which may be run independently.

### **PRODUCTION OPERATIONS GUIDE INDEX**

<b>ITEM NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	Personnel and Payroll Individual Reports	447
	Database Saves and Recovery	459
	Auto Schedule Job	460
	California State Tax Quarter Tape	463
CA00001	Payroll Batch Mature	434
CA00003	Payroll Batch T & A	426
CA00004	Payroll Final Reports	432
CA00005	Payroll Final Products and Reconciling Reports	430
CA00006	Payroll Pay Period Initialization	424
CA00009	Payroll Normals Recomputation	422
CA00014	Payroll Leave Year-End	420
CA00015	Payroll Fiscal Year-End	421
CA00009	Payroll Pay Period Initialization	424
CA00020	Pay Year-End Update	437

<b>ITEM NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
CA00021	Pay Year-End Reports	438
CA00022	Create Year-End SSA Tape	439
CA00024	CFC Installation-Unique Interface	445
CA00027	AdminSTAR Refresh	464
NE00001	LWOP Report	417
NE00002	Personnel Mature Reports	418
NE00003	Personnel Daily Reports	419
NE00004	TSP Letter	435
NE00008	Personnel Batch Mature	412
NE00010	APPR Act Not Reg 50	414
NE00096	Personnel Master Time File Recalculation	416
NE00366	Personnel Installation-Unique Interface	415
NE00370	NASA Personnel Edit Error Report	436
NE0SF50	Personnel SF 50	413
NE0SF52	Personnel SF 52	440
NECAPP1	Personnel Biweekly CAPPs Submissions	441
NECAPP2	Personnel CAPPs Monthly Submissions	442
NECAPP3	Personnel CAPPs Quarterly Submissions	443
NECAPP4	Personnel EOFY CAPPs Submissions	444
NP000DG	Print Data Glossary	445
NA00025	Child Support Biweekly New Hires	461
NA00026	Child Support Quarterly Wages	462



## 7.1 NE00008 PERSONNEL BATCH MATURE

### 7.1.1 Operations Overview

This job is executed to apply suspended personnel transactions to the database. As each transaction to be matured is selected from the NPS2-PER-SUSPENSE file, that transaction is completely re-edited unless edits were bypassed when the transaction was placed on this file. If a transaction fails any edit, it is not matured, and all subsequent transactions for that same employee are not matured. Each transaction successfully passing all edits updates the NPPS database.

The Personnel Batch Mature process also schedules job NE00002 (Mature Reports).

### 7.1.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.1.3 Execution Schedule

This job is run on request.

### 7.1.4 Data Inputs

This job is scheduled through the BJS Mature Process component. Inputs are as follows.

- Effective date - Determines which suspended transactions are to be matured. Any suspended action is matured if the transaction effective date falls on or before the effective date supplied.
- Which employees to be matured - Option provided to choose all employees by leaving SSN areas blank or only selected employees.

### 7.1.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.1.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.1.7 Special Instructions

If the job aborts, the suspense data is corrected and the job is resubmitted.

### 7.1.8 Output Validation and Product Checklist

Outputs resulting from this job are as follows.

- NPS2-PER-HISTORY file updated with a before-and-after image of the employee's master record
- NPS2-PER-MASTER file updated
- NPS2-PAY-MASTER file updated
- NPS2-TALC-INT file updated (if TALC Prsnt Cntrl Flag = "Y")
- NPS2-TX-FILE file update
- NPS2-IMFH file updated
- NPS2-PER-SUSPENSE file updated to flag transactions involved in the Mature process

This job schedules NE00002 which produces these reports.

- Report 358 - Mature Transaction and Error Report
- Report 359 - Mature Transaction Integration Report

## 7.2 NE0SF50 PERSONNEL SF 50

### 7.2.1 Operations Overview

This job is run in batch to print out employee data on SF 50s. The job is automatically scheduled and run from the online SF 50 process.

### 7.2.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.2.3 Execution Schedule

The job is run on request.

### 7.2.4 Data Inputs

Inputs are provided by the online user.

### 7.2.5 Initiation Procedures

The job is passed to JES immediately and should execute within 15 minutes.

### 7.2.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.2.7 Special Instructions

None.

### 7.2.8 Output Validation and Product Checklist

SF 50 forms are printed.

## 7.3 NE00010 APPR ACT NOT REG 50

### 7.3.1 Operations Overview

This job is run to generate memos of approved personnel actions that do not require an SF 50 to be printed.

### 7.3.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.3.3 Execution Schedule

This job is run on request.

### 7.3.4 Data Inputs

The following are inputs to this job.

- Whether to disregard print flag (this will result in another print-out even though one has already been produced and the print flag has been set)
- Whether to print actions with NOAC
- Desired sort sequence (name or organization assigned)
- Facility Code

### 7.3.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.3.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.3.7 Special Instructions

None.

### 7.3.8 Output Validation and Product Checklist

The following output is produced.

- Report 151 - Approved Action Not Requiring a SF 50
- NPS2-PER-SUSPENSE updated to indicate memo has been printed

## 7.4 NE00366 PERSONNEL INSTALLATION-UNIQUE INTERFACE

### 7.4.1 Operations Overview

This job is run to read personnel actions that have been placed on external file NPS2-PERACT-INT and write them to suspense (NPS2-PER-SUSPENSE). At the end of the job, the NPS2-PERACT-INT file will have been deleted.

### 7.4.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.4.3 Execution Schedule

This job is run on request.

### 7.4.4 Data Inputs

The NPS2-PERACT-INT file is input.

### 7.4.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.4.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.4.7 Special Instructions

None.

#### 7.4.8 Output Validation and Product Checklist

Outputs are as follows.

- NPS2-PER-SUSPENSE file updated
- Report 366 - Installation-Unique System Interface Major Errors Report

### 7.5 NE00096 PERSONNEL MASTER TIME FILE RECALCULATION

#### 7.5.1 Operations Overview

This job is run to update time-dependent fields (Age: Current, Grade: Time-in-Grade, Install: Time Current, SCD: Fed Years, and SCD: NASA Years, Performance Rating: Current, Performance Rating Year: Current, Performance Rating Effective Date: Current, Performance Rating: Prior 1, Performance Rating Year: Prior 1, Performance Rating Effective Date: Prior 1, Performance Rating: Prior 2, Performance Rating Year: Prior 2, Performance Rating Effective Date: Prior 2, Performance Rating: Prior 3, Performance Rating Year: Prior 3, Performance Rating Effective Date: Prior 3,) on NPS2-PER-MASTER.

#### 7.5.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.5.3 Execution Schedule

The job is run as required.

#### 7.5.4 Data Inputs

None.

#### 7.5.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.5.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.5.7 Special Instructions

If the job aborts, data is corrected and job is resubmitted.

### 7.5.8 Output Validation and Product Checklist

The following outputs are produced.

- NPS2-PER-MASTER file updated
- Report 9600 - Master Time Recalculation Report
- Report 9610 - Personnel Suspense Error Report

## 7.6 NE00001 LWOP REPORT

### 7.6.1 Operations Overview

This job is run to produce a report after planning actions have been generated. The job is automatically placed on the job queue by the online planning action process if any actions with Nature of Action Codes of 891 and 893 (Within Grade Increase) or 943 (Thrift Savings Plan) are placed on the NPS2-PER-SUSPENSE file.

### 7.6.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.6.3 Execution Schedule

This is run after planning actions have been generated, usually at the beginning of each month.

### 7.6.4 Data Inputs

The following input parameters must be provided.

- Facility Code
- Start Date of 891/893 NOACs to be printed
- Print flag for printing 891/893 actions

### 7.6.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.6.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.6.7 Special Instructions

None.

### 7.6.8 Output Validation and Product Checklist

This job produces the following report.

- Report 356 - Excess LWOP Report

## 7.7 NE00002 PERSONNEL MATURE REPORTS

### 7.7.1 Operations Overview

The Personnel Mature Reports job is scheduled through the Online Mature Process automatically when the user elects to run the mature process online, or it may be scheduled in the BJS.

### 7.7.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.7.3 Execution Schedule

After transactions have been matured online, this is automatically submitted to the job queue of the BJS. Suspended actions that are matured and over five days old will be deleted from NPS2-PER-SUSPENSE at the end of this run.

### 7.7.4 Data Inputs

If this job is scheduled through BJS, the user provides start and stop dates, facility code, and sort sequence when the job is scheduled.

### 7.7.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.7.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.7.7 Special Instructions

This job will start only if the Mature control flag is "N" on the Personnel Control Screen. This will prohibit conflict between the reporting and mature update process.

#### 7.7.8 Output Validation and Product Checklist

This job results in two reports.

- Report 358 - Transaction/Error Report
- Report 359 - Mature Integration Report

### 7.8 NE00003 PERSONNEL DAILY REPORTS

#### 7.8.1 Operations Overview

This job is run to print reports of the messages written daily in order to maintain a transaction audit trail. The job produces reports for both Personnel and Payroll.

#### 7.8.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.8.3 Execution Schedule

This job must be run daily after daily online input has been completed.

#### 7.8.4 Data Inputs

- Facility code
- Sort sequence of Report 201
- Flag to process performance level calculations
- Selection date (default is current date) in format YY/MM/DD

#### 7.8.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.



### 7.8.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.8.7 Special Instructions

None.

### 7.8.8 Output Validation and Product Checklist

This job produces the following reports.

- Report 152 - Table Action Report
- Report 9600 - Master time Recalculation Report
- Report 201 - Transaction Report (Payroll)
- Report 5010 - Administrative Transaction Report
- Report 9610 - Automatic Performance Rating

## 7.9 CA00014 PAYROLL LEAVE YEAR-END

### 7.9.1 Operations Overview

This job initializes the leave year-to-date data on the payroll master, produces leave year-end reports, deletes inactive employees from the master files if selected during the pay year-end process, and computes the projected annual leave balance and the NEBA Age for all active employees. These are accomplished in the following steps.

**Step 1** - Updates for the leave year-end performed

**Step 2** - Inactive employees deleted from the files and summary report created

**Step 3** - Update FEGLI year and recompute FEGLI age group for each employee

**Step 4** - Donated Annual Leave History Report

**Step 5** - Projected Annual Leave computation for all active employees

**Step 6** - NEBA Age recalculation

### 7.9.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.9.3 Execution Schedule

This job should run immediately before the first full pay period of the calendar year to initialize leave data for the new leave year.

### 7.9.4 Data Inputs

Following are the input parameters for this job.

- Sequence of name or SSN (default equals SSN)

### 7.9.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.9.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.9.7 Special Instructions

If the job aborts during the run, the files will be reloaded.

### 7.9.8 Output Validation and Product Checklist

The following are output from this job.

**Step 1** - Files updated - NPS2-PAY-MASTER and NPS2-MER-FILE

**Step 2** - Files updated - NPS2-PAY-MASTER and NPS2-PER-MASTER

- Report 6032 - Inactive Employee Deletion

**Step 3** - Files updated - NPS2-PAYCTL-TABLE and NPS2-PAY-MASTER

**Step 4** - Report 109 Donated Annual Leave History

**Step 5** - Files updated - NPS2-PAY-MASTER

**Step 6** - Files updated - NPS2-MER-FILE

**Step 7** - Report 6010 - NEBA Age Calculation

## 7.10 CA00015 PAYROLL FISCAL YEAR-END

### 7.10.1 Operations Overview

This job initializes military leave and other fiscal year-to-date data and computes prior year carryover for military leave in days.

### 7.10.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.10.3 Execution Schedule

This job is to be run immediately before the first full pay period in October to initialize data for the new fiscal year.

### 7.10.4 Data Inputs

None.

### 7.10.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.10.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.10.7 Special Instructions

If the job aborts during the run, the files must be reloaded.

### 7.10.8 Output Validation and Product Checklist

The following are outputs from this job.

- NPS2-MER-FILE file updated
- Report 6020 - Military Leave Fiscal Year End Report

## 7.11 CA00009 PAYROLL NORMALS RECOMPUTATION

### 7.11.1 Operations Overview

The purpose of this job is to recalculate normals for each eligible employee and accumulate totals by payblock and installation. The following steps will be executed.

**Step 1** - Old equated to new normals

**Step 2** - All normals recomputed for all eligible employees

**Step 3** - Old equated to new normals again

### 7.11.2 Operations Owner/user

This information is to be supplied by the receiving installation.

### 7.11.3 Execution Schedule

This job is run on request.

### 7.11.4 Data Inputs

None.

### 7.11.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.11.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.11.7 Special Instructions

If the job aborts during the run, the files must be reloaded.

### 7.11.8 Output Validation and Product Checklist

The following are output from this job.

**Step 1** -NPS2-PAY-MASTER file updated

-NPS2-NORM-FILE file updated

-Report 6070 - Norms Equate Report

**Step 2** -NPS2-PAY-MASTER file updated

-NPS2-NORM-FILE file updated

-Report 6080 - Normals Recalculation Error Report

**Step 3** -NPS2-PAY-MASTER file updated

-NPS2-NORM-FILE file updated

-Report 6070 - Norms Equate Report

## 7.12 CA00006 PAYROLL PAY PERIOD INITIALIZATION

### 7.12.1 Operations Overview

This is a multipurpose job with the primary purpose of initializing the payroll master file for the new pay period. A number of payroll processes and reports are also steps in this job, and the transaction history file will be initialized in this run. The steps contained in the job are as follows.

**Step 1** - Gains and losses to normals from payblock migration (moving employees from one payblock to another) producing a report

**Step 2** - Payblock changes effective for the new pay period that were entered in the current pay period are applied

**Step 3** - Normals equate (sets old Normals fields to the values of the corresponding new Normals fields)

**Step 4** - Pay period initialization to initialize the data fields reused each pay period (and the quarterly and monthly accumulator fields when appropriate)

**Step 5** - Initialize Transaction History file

**Step 6** - Payroll control data update

**Step 7** - Set Payroll data lock flag to blank

### 7.12.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.12.3 Execution Schedule

This job is to be performed after the final reporting jobs for payroll (CA00004 and CA00005) have been run. This is the initialization which begins each pay period cycle.

### 7.12.4 Data Inputs

The following are data inputs for initialization.

- For selection date of transaction history reports
- For sequence: name or SSN (default equals SSN)

### 7.12.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.12.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.12.7 Special Instructions

If the job aborts during the run, the files must be reloaded.

### 7.12.8 Output Validation and Product Checklist

The following outputs are produced from the various steps of the procedure.

**Step 1** - Report 505 - Gains and Losses to Normals from Payblock Migration

**Step 2** - NPS2-PAY-MASTER, NPS2-MER-FILE updated

**Step 3** - Report 6070 - Normals Equate

- NPS2-PAY-MASTER, NPS2-NORM-FILE updated

**Step 4** - Files updated -

- NPS2-PAY-MASTER
- NPS2-MER-FILE
- NPS2-REG-FILE
- NPS2-YTD-FILE

- . NPS2-YTDADJ-FILE
- . NPS2-PAYCTL-TABLE
- . NPS2-PER-MASTER
- . NPS2-ADDRESS-FILE
- . NPS2-NORM-FILE
  - File deleted -
- . NPS2-TAR-FILE
- . NPS2-PAY-TSP-ADJ
  - Report 6060 - Pay Period Initialization Report

**Step 5** - NPS2-PAY-IMFH deleted

- Report 8000 - Transaction History Report

**Step 6** - NPS2-PAYCTL-TABLE updated

- Report 4070 - Payroll Control Auto Update

**Step 7** - NPS2-PAY-SUSPENSE deleted

- Report 6140 - Payroll Batch Mature

**Step 8** - NPS2-PAYCTL-TABLE updated

### 7.13 CA00003 PAYROLL BATCH T & A

#### 7.13.1 Operations Overview

This job uses the NPS2-PAY-TA-DATA file to process hours, compute pay and leave, and post results. Edit and control reports are produced from the process. The steps of the job are as follows.

**Step 1** - Produce T&A cards for LWOP

**Step 2** - Edit T&A cards

**Step 3** - Edit Update - Mer, Control, Table & Other Proc Report produced

**Step 4** - Edit Update - T&A, Processing for Payblock Report produced

**Step 5** - Leave and Pay Processing Report produced

**Step 6** - T&A Reported Hours Report produced

7.13.2 Operations Owner/User

This information is to be supplied by the receiving installation.

7.13.3 Execution Schedule

This job is normally requested to run on Monday of pay week when the T&A card data preparation has been completed. This job must run after CA00006 in the current pay period.

7.13.4 Data Inputs

The input to this component is provided through a standard interface file (NPS2-PAY-TA-DATA File) created by each installation. The format for this file, according to its Data Definition Module, is shown in Figure 8.15.4-1.

**Step 1** - None

**Step 2** - Facility code is optional

**Step 3** - Facility code is optional

**Step 4** - None

**Step 5** - Required input parameter for sort sequence

Name - enter 1

SSN - enter 2 (default)



**Figure 8.15.4-1 Format of NPS2-PAY-TA-DATA File**

TYL	DB	NAME	F	LENG	S	D	REMARKS
1	AA	NPPS-PAY-TA-CENTER	A	4	F		
1	AB	NPPS-PAY-TA-PB	A	2	F		
1	AC	NPPS-PAY-TA-SSN	A	9	F	D	
1	AD	NPPS-PAY-TA-WEEK	A	1	F		
1	AE	NPPS-PAY-TA-SEQ	A	1	F		
1	BA	NPPS-PAY-TA-SHIFT	A	1	F		
1	BB	NPPS-PAY-TA-REG	P	3.2	N		
1	BC	NPPS-PAY-TA-OT	P	3.2	N		
1	BD	NPPS-PAY-TA-NITE	P	3.2	N		
1	BE	NPPS-PAY-TA-CT-EARN	P	3.2	N		
1	BF	NPPS-PAY-TA-HOL-WKD	P	3.2	N		
1	BG	NPPS-PAY-TA-SUN	P	3.2	N		
1	BH	NPPS-PAY-TA-HAZ	P	3.2	N		
1	BJ	NPPS-PAY-TA-AL	P	3.2	N		
1	BK	NPPS-PAY-TA-SL	P	3.2	N		
1	BL	NPPS-PAY-TA-CT-TKN	P	3.2	N		
1	BM	NPPS-PAY-TA-LWOP	P	3.2	N		
1	BN	NPPS-PAY-TA-SUSP	P	3.2	N		
1	BP	NPPS-PAY-TA-AWOL	P	3.2	N		
1	BR	NPPS-PAY-TA-HOL-LV	P	3.2	N		
1	BT	NPPS-PAY-TA-RSTR-LV	P	3.2	N		
1	CA	NPPS-PAY-TA-OTH-CD1	A	1	F		
1	CB	NPPS-PAY-TA-OTH-LV1	P	3.2	N		
1	CC	NPPS-PAY-TA-OTH-CD2	A	1	F		
1	CD	NPPS-PAY-TA-OTH-LV2	P	3.2	N		
1	CE	NPPS-PAY-TA-OTH-CD3	A	1	F		
1	CF	NPPS-PAY-TA-OTH-LV3	P	3.2	N		
1	CG	NPPS-PAY-TA-OTH-CD4	A	1	F		
1	CH	NPPS-PAY-TA-OTH-LV4	P	3.2	N		

#### 7.13.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.13.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.13.7 Special Instructions

The Pay Initialization (CA00006) job must be run before the Time and Attendance (CA00003) job. This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "\*\*\*nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

This job produces the following outputs.

**Step 1** - NPS2-PAY-TA-DATA file updated  
- Report 3005 - T&A Cards for LWOP

**Step 2** - Files updated -

- NPS2-PAY-TA-DATA
- NPS2-PAY-MASTER
- NPS2-MER-FILE
- NPS2-PER-MASTER
- NPS2-REG-FILE
- NPS2-PAY-TSP-ADJ
- NPS2-TAR-FILE
- NPS2-PAYMSG-TABLE
- NPS2-IMFH

**Step 3** - Report 5101 - Edit Update - Mer, Control Table & Other Proc

**Step 4** - Report 5101B - Edit Update - T & A Processing for Payblock

**Step 5** - Report 203 - Leave and Pay Processing

**Step 6** - Report 100 - T&A Reported Hours

## 7.14 CA00005 PAYROLL FINAL PRODUCTS AND RECONCILING REPORTS

### 7.14.1 Operations Overview

This job produces standard payroll reports.

### 7.14.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.14.3 Execution Schedule

This job is normally run after CA00004 as the last run of the pay cycle.

### 7.14.4 Data Inputs

Input parameters for this job include the following.

- T&A Reported Hours, whether the sequence name or SSN (default equals SSN)
- Old vs. New Normals, whether name or SSN (default equals SSN)
- T&A Paid Hours, whether name or SSN (default equals SSN)
- Limited Appointment Employees, whether name or SSN (default SSN)
- Sequence for several processes, whether name or SSN (default equals SSN)
- Facility code for several processes
- For health insurance not paid, whether sequence is FEHB code and name or FEHB code and SSN (default equals FEHB code and SSN)
- For permanent change of station sort sequence of SSN, payblock and SSN, or name (default equals payblock and SSN)
- For tax withholding, whether state, county, or city (default equals state and city); time period of month, quarter, or annual (default equals quarter)
- For tax withholding, whether FIT, FICA, or HIT (defaults equal FIT); sort sequence of payblock and name or payblock and SSN (default equals payblock and SSN)

- For the bond status register module, whether the sequence should be by name, payblock and name, payblock and SSN, or SSN (default equals payblock and SSN)

#### 7.14.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.14.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.14.7 Special Instructions

None.

#### 7.14.8 Output Validation and Product Checklist

The following reports are produced.

- Report 104 - Health Insurance Not Paid
- Report 111 - Permanent Change of Station
- Report 107 - Limited Appointment Employees
- Report 301 - Bond Status Register
- Report 302 - Bond Enrollment Register
- Report 401 - Union Dues Report
- Report 404 - Bond Request Register
- Report 408 - Tax Withholding Report
- Report 409 - SF1150 Record of Leave
- Report 411 - SF2807 CSRS Separations and Transfers
- Report 412 - SF3103 FERS Separations and Transfers
- Report 415 - Quarterly FIT/FICA/HIT Tax Withholding Report
- Report 420 - Biweekly Retirement Report
- Report 410 - Semiannual Head Count

## 7.15 CA00004 PAYROLL FINAL REPORTS

### 7.15.1 Operations Overview

This job produces the payroll products, listings, and voucher products for mailing to the required agencies; standard payroll products required for terminating employees; generates payroll history for all employees on the payroll master files; and produces reports required for historical records and interfaces.

### 7.15.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.15.3 Execution Schedule

This job must be run every pay period.

### 7.15.4 Data Inputs

Following are input parameters for this job.

- For several processes, whether sequence is name or SSN (default equals SSN), facility code is optional
- For Payroll cash awards register, whether sequence is payblock/SSN or payblock/name (default)
- For Payroll register, sort sequence of 1 for name or 2 for SSN; type of A for an employee's totals only and SSN entered, type B for payblock detail and payblock entered, type C for payblock totals and payblock entered, type D for center totals (default is blank for all employees in all payblocks).
- For Child Support Enforcement, the number of the transmission per pay period, pay period beginning and ending dates
- For Fund Source, which employees should be selected (default equals option 4; all employees)
- For NEBA Bi-weekly Summary, whether name or SSN (default equals name), pay period ending date

### 7.15.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.15.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.15.7 Special Instructions

The job produces tapes and datasets for mail out or electronic transmission.

#### 7.15.8 Output Validation and Product Checklist

The following reports, tapes, and datasets are produced.

- Files updated - NPS2-PAYHIST-ONE, NPS2-PAYHIST-TWO
- Report 102 - Net Pay/Voluntary Allotment Register
- Report 103 - Net Pay-Non-EFT
- Report 202 - Payroll Register and datasets
- Report 204 - T&A Paid Hours
- Report 403 - SF2812 Withholding and Contributions for FEHB, FEGLI, and Retirement
- Report 402 - CFC Register
- Report 406 - SF1166 Voucher and Schedule of Payments
- Report 117 - Cash Awards Edit Listing
- Report 314 - Transmission Tape Listing

Leave and Earnings print tapes.

- Leave and Earnings statements.
- Report 106 - Payroll Cash Awards
- Report 456 - NEBA Biweekly summary
- Report 500 - Non-EFT Tape Listing and Employee Non-EFT Net Pay Report
- Report 457 - New Hire Report for SSA
- Report 506 - Tape Listing

- Report 6090 - Electronic Funds Transfer
- Report 507 - TSP Voucher
- Pay Period Net Check Dataset
- Pay Period TSP Dataset
- Pay Period Bond Dataset
- Pay Period New Hire Dataset
- Pay Period EFT Dataset
- Pay Period NEBA Dataset

The following print file has been transmitted to each Center.

- Leave and Earnings print.

## 7.16 CA00001 PAYROLL BATCH MATURE

### 7.16.1 System Overview

This job is executed to read the NPS2-PAY-SUSPENSE file and delete those actions that have already been matured.

### 7.16.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.16.3 Execution Schedule

The job is run as required, but must be run once each pay period to delete matured transactions.

### 7.16.4 Data Inputs

The input parameter for this job is whether the sequence should be by name or SSN (default equals SSN).

### 7.16.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.16.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.16.7 Special Instructions

None.

#### 7.16.8 Output Validation and Product Checklist

The following are output from this job.

- Updated file - NPS2-PAY-SUSPENSE
- Report 6141 - Payroll Batch Mature
- Report 201 - Transactions Report

### 7.17 NE00004 TSP LETTER

#### 7.17.1 Operations Overview

This job is executed on request to produce the TSP letter.

#### 7.17.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.17.3 Execution Schedule

This job is run on request.

#### 7.17.4 Data Inputs

This job requires that 2 processing flags be set; one flag is set to print 943 and the other flag is set to disregard 943 print status.

#### 7.17.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.17.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.



#### 7.17.7 Special Instructions

None.

#### 7.17.8 Output Validation and Product Checklist

Outputs from the job are a TSP letter for each employee (Report 254A and 254B TSP Letter).

### 7.18 NE00370 NASA PERSONNEL EDIT ERROR REPORT

#### 7.18.1 Operations Overview

This job is executed to apply NASA Personnel edits to suspended personnel transactions.

#### 7.18.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.18.3 Execution Schedule

This job is run on request.

#### 7.18.4 Data Inputs

None.

#### 7.18.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.18.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.18.7 Special Instructions

None.

#### 7.18.8 Output Validation and Product Checklist

The following report is produced.

- NASA Personnel Edit Error Report

- Report 370 - Edit Bypass Messages

## 7.19 CA00020 PAY YEAR-END UPDATE

### 7.19.1 Operations Overview

This job initializes the pay year-to-date data on the payroll master file and sets a flag that marks inactive employees for deletion at leave year-end (if the delete parameter is selected). Only NAB6050 executes in this job, and it produces a single report.

### 7.19.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.19.3 Execution Schedule

This job must be run after the last full pay period of the pay year in which employees receive payment.

### 7.19.4 Data Inputs

The input parameter for this job is the inactive employees marked for deletion flag set to Y or N, and the termination date to be used for selection if flag set to Y.

### 7.19.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.19.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.19.7 Special Instructions

None.

### 7.19.8 Output Validation and Product Checklist

The following are outputs from this job.

- Files Updated - NPS2-PAY-MASTER, NPS2-MER-FILE
- Report 6050 - Update Pay Year-End Report

## 7.20 CA00021 PAY YEAR-END REPORTS

### 7.20.1 Operations Overview

This job produces the pay year-end reports. The specific steps performed are as follows.

- Step 1 - CSRS annual retirement summary produced
- Step 2 - FERS annual retirement summary produced
- Step 3 - CSRS account report produced
- Step 4 - FERS account report produced
- Step 5 - Quarterly federal tax report produced
- Step 6 - Quarterly federal tax report produced

### 7.20.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.20.3 Execution Schedule

This job should be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (CA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes.

### 7.20.4 Data Inputs

Following are the inputs for this job.

- CSRS and FERS account: sorting sequence of name or payblock and SSN or SSN or payblock and name (default equals payblock and SSN)
- Tax withholding: whether FIT, FICA, or HIT (default equals FIT); sorting sequence of payblock and name or payblock and SSN (default equals payblock and SSN)

### 7.20.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.20.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.20.7 Special Instructions

None.

#### 7.20.8 Output Validation and Product Checklist

The following reports are produced.

- Report 416 (OPM1525) CSRS Annual Retirement Summary
- Report 417 (OPM1564) FERS Annual Retirement Summary
- Report 421 CSRS Account
- Report 422 FERS Account
- Report 415 Quarterly Federal Tax
- Report 433 LWOP SCD Hours Reset

### 7.21 CA00022 CREATE YEAR-END SSA TAPE

#### 7.21.1 Operations Overview

This job produces the Social Security Administration (SSA) tape from programs NAB6040, NAB6041, and NAB6042.

#### 7.21.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.21.3 Execution Schedule

This job must be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (CA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes and is usually run out of a separate "year end" database.

#### 7.21.4 Data Inputs

The input parameter for this job is the report year for the summary report (default should equal current year).

#### 7.21.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.21.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.21.7 Special Instructions

None.

#### 7.21.8 Output Validation and Checklist

The following output is produced.

- SSA Year-End Tape and Report 508
- Report 508 - Social Security Tape - S Record Statistics

### 7.22 NE0SF52 PERSONNEL SF 52

#### 7.22.1 Operations Overview

This job is run in batch to print out employee data on SF 52s. The job is automatically scheduled and run from the online SF 52 process.

#### 7.22.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.22.3 Execution Schedule

The job is run as required.

#### 7.22.4 Data Inputs

Inputs are provided by the online user.

#### 7.22.5 Initiation Procedures

The job is passed to JES immediately and should execute within 15 minutes.

#### 7.22.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.22.7 Special Instructions

None.

#### 7.22.8 Output Validation and Product Checklist

SF 52 forms are printed.

### 7.23 NECAPP1 PERSONNEL BIWEEKLY CAPPs SUBMISSIONS

#### 7.23.1 Operations Overview

This job transmits personnel status, transaction, FTE actual usage data, and Fund Source 1 data.

#### 7.23.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.23.3 Execution Schedule

The job should be run after CA00004.

#### 7.23.4 Data Inputs

Following are input parameters for these jobs.

For the Fund Source 1 Report one of four criteria must be selected (CSRS only, FERS only, exclude all CSRS and FERS, and select all employees). Organization code to include and/or exclude can be entered and a 'Y' (default) can be entered to report the current pay period or a blank for FTE Year-To-Date information.

#### 7.23.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.23.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.23.7 Special Instructions

None.

#### 7.23.8 Output Validation and Product Checklist

Following are outputs for these jobs.

- Dataset for transmittal
- (Agency HiLevel Qualifier).TX
- (Agency HiLevel Qualifier).STS
- (Agency HiLevel Qualifier).ACTL
- (Agency HiLevel Qualifier).RPT818

### 7.24 NECAPP2 PERSONNEL CAPPS MONTHLY SUBMISSIONS

#### 7.24.1 Operations Overview

This job transmits summary personnel status and transaction data.

#### 7.24.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.24.3 Execution Schedule

This job should be run after CA00004 for the last full pay period of each month (PAY CNTL: MONTH-TO-DATE = "Y").

#### 7.24.4 Data Inputs

None.

#### 7.24.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.24.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.24.7 Special Instructions

None.

#### 7.24.8 Output Validation and Product Checklist

Following are outputs for this job.

- Dataset for transmittal
- (Agency HiLevel Qualifier).SF113A

### 7.25 NECAPP3 PERSONNEL CAPPS QUARTERLY SUBMISSIONS

#### 7.25.1 Operations Overview

This job transmits organization table data.

#### 7.25.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.25.3 Execution Schedule

This job is run on the quarter-end date.

#### 7.25.4 Data Inputs

Following are input parameters for this job.

- Quarter number

#### 7.25.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.25.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.25.7 Special Instructions

None.



#### 7.25.8 Output Validation and Product Checklist

Following are outputs for this job.

- Data for transmittal
- (Agency HiLevel Qualifier).ORGNZTN

### 7.26 NECAPP4 PERSONNEL EOFY CAPPs SUBMISSIONS

#### 7.26.1 Operations Overview

This job transmits personnel status and transaction data.

#### 7.26.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.26.3 Execution Schedule

This job should be run on the last day of the fiscal year.

#### 7.26.4 Data Inputs

Following are input parameters for these jobs.

- Pay Period Ending Date for the last full pay period ending in the fiscal year

#### 7.26.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.26.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.26.7 Special Instructions

None.

#### 7.26.8 Output Validation and Product Checklist

Following are outputs for these jobs.

- Data for transmittal

- (Agency HiLevel Qualifier).TX
- (Agency HiLevel Qualifier).STS
- (Agency HiLevel Qualifier).SF113A

## 7.27 NP000DG PRINT DATA GLOSSARY

### 7.27.1 Operations Overview

This job executes three programs to print the NPS2-DATA-GLOSSARY file.

### 7.27.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.27.3 Execution Schedule

This job is to be run on request.

### 7.27.4 Data Inputs

None.

### 7.27.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.27.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.27.7 Special Instructions

None.

### 7.27.8 Output Validation and Product Checklist

Approximately 600 pages are produced, including the main glossary listing and 2 cross-references.

## 7.28 CA00024 CFC INSTALLATION-UNIQUE INTERFACE

### 7.28.1 Operations Overview

This job is run to read CFC transactions that have been placed in an external file and apply them to the employee master records.

### 7.28.2 Execution Schedule

This information is to be supplied by the receiving installation.

### 7.28.3 Execution Schedule

This information is to be supplied by the receiving installation.

### 7.28.4 Data Inputs

The external CFC interface file is input.

### 7.28.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.28.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.28.7 Special Instructions

After all CFC changes have been processed, the Payroll Normals Recomputation (CA00009) job should be executed.

### 7.28.8 Output Validation and Product Checklist

Outputs are as follows.

- Updated file - NPS2-PAY-MASTER
- Report NAB6188 - CFC Transaction Interface Report

## 7.29 PERSONNEL AND PAYROLL INDIVIDUAL REPORTS

### 7.29.1 Operations Overview

Individual reports, as listed in Table 8.33 -1, stand alone. Some may only be run by the Consolidated Payroll Office and begin with the prefix 'CA'. These reports will not be described separately.

### 7.29.2 Operations Owner/User

This information is to be supplied by the receiving installation.

### 7.29.3 Execution Schedule

The user may submit any of the reports based on personnel and payroll schedules.

### 7.29.4 Data Inputs

The input criteria for each report are shown in Table 8.33 -1. These parameters include both sort sequences and selection criteria for the reports.

### 7.29.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.29.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

### 7.29.7 Special Instructions

None.

### 7.29.8 Output Validation and Product Checklist

Each job produces one report. The report numbers are listed in Table 8.33 -1.

**Table 8.33 -1 Single Report Jobs (Payroll)**

<b>Job Number</b>	<b>Job Name</b>	<b>Work File(s)</b>	<b>Sort</b>	<b>User Input Criteria Selection</b>
CABWAJ4	CPO JOBS AFTER JOB 4	5,8	1=INST, FACILITY, DTYSTS, ORG ASSN,NAME 2=ACTIVE/ INACTIVE, ORG ASSN, NAME 3=STATE,NAME 4=ZIP;NAME 5=T&A DIST CODE,NAME 6=DTYSTS,ORG ASSN,SSN 7=DTYSTS, ORG ASSN,EMP NBR 8=INST, PAYBLOCK,SSN	1=TERM EMPLOYEES 2=ALL EMPLOYEES OR SINGLE SSN
CA00418	W2 WAGE AND TAX	5,8	1=INST,FAC, DTYSTS,ORG, NAME 2=ACT/INACT, ORG,NAME 3=STATE,NAME 4=ZIP,SSN 5=T&ADIST, NAME 6=DTYSTS,ORG, SSN 7=DTYSTS,ORG, EMPNO 8=INST,PB,SSN	1=TERM EMP 2=ALL EMPS or SINGLE SSN
CA00513	SF2806 CSRS RET CARD	8	1=SEPARATING EMPLOYEES 2=END OF YEAR RUN 3=SINGLE EMPLOYEE BY SSN	

Job Number	Job Name	Work File(s)	User Input Criteria	
			Sort	Selection
CA00514	SF3100 FERS RET CARD	8	1=SEPARATING EMPLOYEES 2=END OF YEAR RUN 3=SINGLE EMPLOYEE BY SSN	
CA00518	W2 WAGE AND TAX NON-NPPS	5,8	1=NAME 2=SSN	
CA00100	T&A REPORTED HOURS	8,25	1=NAME, 2=SSN	FACILITY CODE
NA00101	OLD VS NEW NORMALS	8,5	1=NAME, 2=SSN	FACILITY CODE
CA00102	NET PAY/VOL ALLOT REG	1,5,8	1=NAME, 2=SSN	FACILITY CODE
CA00103	NET PAY REGISTER NON-EFT	1,5,8	1=NAME, 2=SSN	FACILITY CODE
CA00104	HEALTH INS NOT PAID	5,8	1=NAME, 2=SSN	
CA00106	PAYROLL CASH AWARDS	2,1,8	1=PB/NAME, 2=PB/SSN	FACILITY CODE
CA00107	LIMITED APPT EMPLOYEES	1,8	1=NAME, 2=SSN	
NA00108	ANNUAL AWARD HISTORY	1,8	1=PB/NAME, 2=PB/SSN	DEFAULT
NA00109	DONATED ANNUAL LEAVE HISTORY	1,8	1=PB/NAME, 2=PB/SSN	DEFAULT
NA00110	CURRENT DONATED LEAVE	1,8	1=PB/NAME, 2=PB/SSN	DEFAULT
CA00111	PERMANENT CHANGE OF STATION	1,8	1=SSN, 2=PB/SSN, 3=NAME	
NA00112	MASS CFC SUSPENSE RECONCILIATION	8		
NA00113	ADVANCE PAY REGISTER	1,8	1=NAME, 2=SSN	FACILITY CODE

<b>Job Number</b>	<b>Job Name</b>	<b>Work File(s)</b>	<b>Sort</b>	<b>User Input Criteria Selection</b>
NA00114	ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT	1,8	NAME	
NA00115	ICB CASH AWARDS LISTING	1,8	1=INSTALLATIO N/NAME 2=INSTALLATIO N/SSN, 3=NAME, 4=SSN	
NA00116	CASH AWARD ROYALTIES	5,8,26	1=NAME	YTD OR CUM
CA00117	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING	5,8	AWARD PROCUREMENT REQUEST NUMBER, AWARD CASE NUMBER, NAME	
CA00118	NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING	5,8,26	1=NAME OR SSN, 2=TYPE, 3=ADJ	NAME OR SSN
NA00119	TOA REGISTER	5,2,8	1=SSN, 2=NAME, 3=PB/SSN, 4=PB/NAME	FACILITY CODE
NA00200	MASTER EMPLOYEE RECORD	1,2,8	A=NAME, B=SSN C=PB/NAME, D=PB/SSN	FACILITY CODE
NA00201	IMFH TRANSACTIONS	1,8	1=NAME, 2=SSN	FACILITY CODE
NA00202	PAYROLL REGISTER	1,5,8	1=NAME, 2=SSN	FACILITY CODE, and 1)All Detail and totals, or 2)Individual SSN, or 3)Individual Payblock, or 4)Individual Payblock, totals only, or 5)Center totals, only
NA00203	LEAVE & PAY PROC INFO	8	1=NAME, 2=SSN	FACILITY CODE

<b>Job Number</b>	<b>Job Name</b>	<b>Work File(s)</b>	<b>User Input Criteria Sort</b>	<b>Selection</b>
NA00204	T&A PAID HOURS	1,8,2	1=NAME, 2=SSN	FACILITY CODE
NA00250	TALC Adjustments			
NA00301	BOND STATUS REGISTER	5,8	1=NAME, 2=PB/NAME 3=PB/SSN, 4=SSN	FACILITY CODE
NA00302	BOND ENROLLMENT REGISTER	8,25	1=NAME, 2=SSN	FACILITY CODE
NA00303	WORK YRS & PERSONNEL COSTS	8		
NA00304	FTE WORK YEAR	8,25		
NA00305	FTE PAY STATUS/ZERO	8,25		
NA00306	FTE ACCESSIONS	8,25		
NA00307	FTE SEPARATIONS	8,25		
NA00309	OT/CT/CREDIT HOUR	1,8		
NA00310	OVERTIME	8,25	1=ORG/ASSIGN ED/PAY PLAN/ GRADE/NAME	FACILITY CODE
NA00311	RELIG/COMP TIME	5,8	1=ORG/NAME 2=PB/NAME 3=PB/SSN	
NA00312	CREDIT HOURS	7,8		
NA00313	FTE STATUS CHANGE	8,25		
NA00315	LEAVE STATUS REPORT	8	1=ORG ASSIGN/SSN 2=ORG ASSIGN/NAME 3=SSN 4=NAME	FACILITY CODE and 1)All Active Employees, or 2)Only Employees in a use or lose status
NA00400	HEALTH BENEFITS REGISTER	8,25	1=NAME, 2=SSN	
NA00401	UNION DUES	5,8		
NA00402	COMBINED FED CAMPAIGN	1,5,8	1=NAME, 2=SSN	



<b>Job Number</b>	<b>Job Name</b>	<b>Work File(s)</b>	<b>Sort</b>	<b>User Input Criteria Selection</b>
NA00403	SF2812 WTH/CONT FEHB,FEGLI	1,8,25		
NA00404	BOND REQUEST REGISTER	8,15	1=NAME, 2=SSN	
NA00405	FULL TIME EQUIV	8,25		
NA00406	SF1166 VOUCHER/SCH OF PAY	1 - 11		REPORT YEAR
NA00408	STATE/COUNTY/CITY TAX W/H	8,25,2 6		STATE,CTY,CITY MONTH,QTR, ANNUAL
CA00409	SF1150 RECORD OF LEAVE	8		
NA00410	SEMI-ANNUAL HEADCOUNT	8,25		
NA410B	SEMI-ANNUAL OPM 1523			
NA00411	SF2807 CSRS SEPS & XFERS	1,8		
NA00412	SF3103 FERS SEPS & XFERS	1,8		
CA00413	SF2806 CSRS IND'L RETIRE	8		
CA00414	SF3100 FERS IND'L RETIRE	8		
NA00415	FED W/H TAX - FIT/FICA/HIT	8,25,2 6	1=NAME, 2=SSN	FIT,FICA,HIT
NA00416	CSRS ANNUAL SUMM RET FUND	8		
NA00417	FERS ANNUAL SUMM RET FUND	8,15		

Job Number	Job Name	Work File(s)	User Input Criteria	
			Sort	Selection
NA00418	W2 WAGE AND TAX	5,8	1=INST, FACILITY, DTYSTS, ORG ASSN,NAME 2=ACTIVE/ INACTIVE, ORG ASSN, NAME 3=STATE,NAME 4=ZIP;NAME 5=T&A DIST CODE,NAME 6=DTYSTS,ORG ASSN,SSN 7=DTYSTS, ORG ASSN,EMP NBR 8=INST, PAYBLOCK,SSN	1=TERM EMPLOYEES 2=ALL EMPLOYEES OR SINGLE SSN
NA00419	W-2 CHECKLIST	5,6,8	1=SSN, 2=NAME, 3=PB + SSN, 4 = PB + NAME	
NA00420	BIWEEKLY RETIREMENT	5,8	1=PB + SSN, 2=SSN, 3=NAME	
NA00421	CSRS ACCOUNTING	5,8	1=PB + SSN, 2=SSN, 3=NAME	
NA00422	FERS ACCOUNTING	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00423	INDIVIDUAL PAY RECORD REPORT	5,8		REPORT YEAR, SSN
NA00424	YEAR-END LEAVE REPORT	8,25	1=SSN, 2=NAME, 3=PAYBLOCK + SSN, 4=PAYBLOCK + NAME,	REPORT YEAR
NA00425	BOND SEMIANNUAL REPORT	1,8		

<b>Job Number</b>	<b>Job Name</b>	<b>Work File(s)</b>	<b>User Input Criteria Sort</b>	<b>Selection</b>
NA00426	ANNUAL LEAVE LIABILITY REPORT	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00427	IRS FORM 1099-MISC	5,8		
NA00428	POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS	2,8	1=PAYBLOCK + RETIREMENT PLAN + NAME + NOAC 2=PAYBLOCK + RETIREMENT PLAN + SSN+NOAC 3=RETIREMENT PLAN + NAME + NOAC 4=RETIREMENT PLAN + SSN + NOAC	OPTIONAL DATE
433	LWOP SCD HOURS RESET	8		
NA00456	NEBA BIWEEKLY SUMMARY	1,2,8	1=NAME, 2=SSN	
NA00501	ADMINISTRATIVE TRANSACTION REPORT			
NA00502	SECURITY VIOLATION	8	RUN DATE DEF = CURRENT DATE	
NA00505	GAINS AND LOSSES			
NA00508	SOCIAL SECURITY TAPE-S RECORDS STATISTICS			
NA00510	T&A IMFH DUMP	1,8	ALWAYS SORTED BY	FACILITY CODE
	MER TABLES DUMP	1,8	PAYBLOCK AND SSN	

Job Number	Job Name	Work File(s)	Sort	User Input Criteria Selection
NA00818	FUND SOURCE	8		FTE YTD OR CURRENT PAY PERIOD EMPLOYEE CATEGORY
NA0311R	REGULAR COMP TIME	5,8	1=ORG + NAME 2=PAYBLOCK + NAME 3=PAYBLOCK + SSN	
NA314TP	TSP CREATION	1,5,6, 8		
NE00154	EMPLOYEE SERVICE RECORD	5,8		1=ALL ACTIVE 2=SSN 3=SEPARATION DATES 4=FACILITY CODE
NE00250	PROBATIONARY APPRAISAL	8,25		BEG AND END DATE DEF= CURRENT DATE PLUS 45 DAYS
NE00251	WITHIN GRADE INCREASE	8,23		BEG AND END DATE DEF= CURRENT DATE PLUS 45 DAYS
NE00252	RETENTION REGISTER	5,8,6		1=ALL ACTIVE 2=NCC 3=ORG 4=OCC 5=FACILITY CODE DEF=1
NE00255	RETENTION REGISTER LITE	5,8	1=ACTIVE EMPLOYEES 2=NCC 3=ORG 4=BCC 5=COMPETITIV E AREA DEF=1	RIF CUTOFF DATE RIF EFFECTIVE DATE FACILITY CODE CENTER(S) SEARCH CODE=NCC, ORG, OCC OR COMP AREA
NE00350	BASIC PERSONNEL DATA	5,8	1=NAME, 2=SSN,	FACILITY CODE
NE00351	PERSONNEL REGISTER	1,8		FACILITY CODE
NE00352	CENTER STRENGTH	8		

Job Number	Job Name	Work File(s)	User Input Criteria	
			Sort	Selection
NE00353	PERSONNEL STATISTICS	8,10, 15,25	3=PAY PLAN, 1=ORG, 2=NCC	
NE00354	FREEDOM OF INFO LISTING	5,8	1=NAME, 2=ORG	
NE00355	STATEMENT OF BENEFITS CSRS	2,8		FACILITY CODE
NE00364	FULL TABLES	8		EACH TABLE #1-64
NE00365	SUSPENSE (TICKLER)	5,8		DATE, FACILITY CODE
NE00366	SYSTEM INTERFACE ERRORS			
NE00367	STATEMENT OF BENEFITS FERS	2,8		FACILITY CODE
NE00369	SUPERVISORY PROB APPRAISAL	8,25		BEG AND END DATE DEF= CURRENT DATE PLUS 45 DAYS
NE00370	NASA PERSONNEL EDIT REPORT			
NE00371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT	1,8		BEG AND END DATE
NE00372	SES PROBATIONARY APPRAISAL	8,25	ORGANIZATIO N + NAME	1=ALL ACTIVE 2=BEG AND END DATE
NE00373	PERSONAL DATA VERIFICATION	8	1=ORG, NAME 2=NAME	
NE00400	SF 50 NOTIFI PER ACTION	1,2,8		
NE00410	SF 52 REQUEST PER ACTION	1,2,8		
NE00460	CAPPS STATUS DATA REPORT	8		
NP000DG	PRINT DATA GLOSSARY	1,8		

### 7.30 DATABASE SAVES AND RECOVERY

Database saves and recovery procedures are installation-unique.

### 7.31 DISASTER RECOVERY

In the event of a disaster at the Consolidated NPPS site, Marshall Space Flight Center, the most recent set of weekly backup tapes will be shipped to a hotsite location. The Consolidated NPPS environment will be loaded at the hotsite, with all users given the new location's access name. Users will be able to perform the majority of normal functions, and payroll will be able to be processed.

In the event of a disaster at a NASA Agency center other than Marshall Space Flight Center, payroll will be slightly delayed if the affected center can submit its time and attendance data within 24 hours of the normal deadline. If not, payroll processing will proceed with all other centers' time and attendance files. The affected center will have the previous pay period's net pay amounts sent to the Treasury with the normally processed center's data. Processing of that pay period's actual time and attendance for the center affected by the disaster will occur as soon as its data is available. The net pay amounts made will be handled as miscellaneous deductions.

### 7.32 AUTO SCHEDULE JOB

#### 7.32.1 Operations Overview

This job will run daily to check execution dates on the jobs marked for Auto schedule and set their BJS status to "H" if the current date is matched in their execution calendar. The job will also delete and print BJS log messages more than two days old and print a report of the Job and Report data. This job may be used to create the 40 execution dates whenever the Job records are reloaded.

#### 7.32.2 Operations Owner/User

To be supplied by the receiving installation.

#### 7.32.3 Execution Schedule

The job must be started during the afternoon so that PC can review the list of jobs in "H" status and change them to "S" as needed.

#### 7.32.4 Data Inputs

None.

#### 7.32.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.32.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.

#### 7.32.7 Special Instructions

If some reports are not desired, change the JCL to skip them.

#### 7.32.8 Output Validation and Product Checklist

The following reports are produced.

- List of all BJS log messages deleted.
- List of all jobs set to Hold in the BJS queue.
- List of all report recipient data.
- List of all jobs set for Auto schedule and their 40 execution dates.

### 7.33 NA00025 CHILD SUPPORT BIWEEKLY NEW HIRES

#### 7.33.1 Operations Overview

This job produces a dataset and report of new hires within the last pay period. The dataset is transmitted to the National Health Directory of New Hires within the Office of Child Support Enforcement/Health and Human Services. This job is run as a part of NA00005. Reruns of this job may be submitted separately from the Menu.

#### 7.33.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.33.3 Execution Schedule

This job is run as a part of NA00005 each biweekly pay period.

#### 7.33.4 Data Inputs

The input parameter for this job is Batch Number.

First Run = 000001. Retransmit = 000002.

#### 7.33.5 Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

#### 7.33.6 Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

#### 7.33.7 Special Instructions

None.

#### 7.33.8 Output Validation and Product Checklist

The following outputs are produced.

- Child Support Enforcement Program Biweekly New Hire Report
- WH New Hire Dataset - NASA.NEW.HIRE

### 7.34 NA00026 CHILD SUPPORT QUARTERLY WAGES

#### 7.34.1 Operations Review

This job produces a dataset and report of quarterly wages. The dataset is transmitted to the National Directory of New Hires within the office of Child Support Enforcement/Health and Human Services.

#### 7.34.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.34.3 Execution Schedule

This job must be run after the last pay period in each quarter and prior to Initialization (NA00006).

#### 7.34.4 Data Inputs

This input parameter for this job is quarter number

Quarter = 1 - Jan - Mar

Quarter = 2 - Apr - Jun



Quarter = 3 - Jul - Sep

Quarter = 4 - Oct - Dec

#### 7.34.5 Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0

#### 7.34.6 Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

#### 7.34.7 Special Instructions

None.

#### 7.34.8 Output Validation and Product Checklist

The following outputs are produced.

- Child Support Enforcement Program Quarterly Gross Report
- Quarterly Wage Dataset - NASA.QTRLY.WAGES

### 7.35 CALIFORNIA STATE TAX QUARTER TAPE

#### 7.35.1 Operations Overview

This job is run to create a dataset for transmittal to the state of California to report withholding information for employees having taxes withheld for California.

#### 7.35.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.35.3 Execution Schedule

This job is run every quarter.

#### 7.35.4 Data Inputs

None.

#### 7.35.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

#### 7.35.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

#### 7.35.7 Special Instructions

None.

#### 7.35.8 Output Validation and Product Checklist

The following output is produced.

- Data for transmittal to the state of California.

### 7.36 CA00027 ADMINSTAR REFRESH

#### 7.36.1 Operations Overview

This job is run to send changes to the Adminstar system when an employee's personnel data and/or organization code changes.

#### 7.36.2 Operations Owner/User

This information is to be supplied by the receiving installation.

#### 7.36.3 Execution Schedule

This job is run every pay period before the history files are updated.

#### 7.36.4 Data Inputs

None.

#### 7.36.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in section 5.0.

#### 7.36.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in section 5.0.

#### 7.36.7 Special Instructions

None.

#### 7.36.8 Output Validation and Product Checklist

The following output is produced.

- Data for transmittal to the AdminSTAR system
- Report 27 - AdminSTAR Refresh of Org
- Report 28 - AdminSTAR Refresh of Learner

## **APPENDIX D**

### **INDEX BY JOB TASK**

## **8. INDEX BY JOB TASK**

This section provides an index of the contents of Section 3, User Interface, and Section 4, Batch User Capabilities. Not only is this section more detailed than the Table of Contents, but it categorizes the tasks in the logical groupings used by the professionals who perform personnel processing, payroll processing, and application administration.

<b>TASKS</b>	<b>PAGE</b>
Adjustments - Accumulations	150
Annual Leave	165
Appointment Limitations	196
Compensatory Time	167
Continuation of Pay Leave	174
Credit Hours	170
Donated Annual Leave	175
Former City and County Taxes	183
Former State Taxes	182
Home Leave	177
Leave Without Pay Hours	171
Other Leave Used YTD	178
Religious Compensatory Time	169
Restored Leave	172
Sick Leave	173
YTD Deductions	189
YTD Deductions TSP	194
YTD Earnings and Premium Hours Worked	184
YTD Leave Cost	187
Adjustments - Current Pay Period Earnings	150
COLA and Foreign Differential	155
Current TSP Adjustments	156
Earnings and Refunds Adjustments	152
Employee Insurance Adjustments	158
Lump Sum Leave/Reactivations	162
Other Deductions Adjustments	160
PCS Travel Adjustments B/W	164

Ad Hoc Reporting (SUPER NATURAL)	332
Administrative - Payroll	227
CFC Mass Deductions	236
Employee Mailing Address and Net Pay	230
Employee T&A Distribution	228
Global Transactions, Financial Institution	241
Global Transactions, T&A Distribution Code	242
Mass Donated Leave	239
New Payblock Mass Update	238
Payroll Suspense Maintenance Query	233
Spousal Health Benefits	233
T&A Distribution Mass	237
Batch Job Maintenance	352
JCL Catalog	367
Job Directory	379
Print Directory	353
Report Directory	343
Batch Job Scheduler	339
Job Startup	348
Job Status	346
Process Schedule List	339
Report Schedule List	341
Control Actions	198
Awards Control	204
Bonds Controls	219
New Employee List	220
Old Versus New Normals	200
Pay Period History	224
Pay Period History Query	224
Pay Period YTD Adjustments	205
Payroll Register	214
Personnel Data	219

Savings Allotment Summary	217
Terminated Employee List	222
Tour of Duty Normals	202
Deductions - Mandatory	105
Bankruptcy Payments	145
Child Support Payments	147
City and County Taxes	144
Federal and State Taxes	142
Indebtedness to the US Government	146
Deductions - Voluntary	105
Bond Deductions	108
Military Deposit Deductions	138
Miscellaneous Voluntary Deductions	139
NEBA Life Insurance	136
Thrift Savings Plan Deductions	141
TSP Loan Repayment Allotments	107
Voluntary Savings Allotment	106

## **APPENDIX E**

# **SITE-UNIQUE INFORMATION**



**9. SITE-UNIQUE INFORMATION**

Site-unique information will be provided by each installation at a future date.

## **APPENDIX F**

# **BATCH JOB PARAMETER INPUT SCREENS**

## **10. BATCH JOB PARAMETER INPUT SCREENS**

### **10.1 NEO252 - RETENTION REGISTER PARM SCREENS**

```

                                NPPS BATCH JOB SCHEDULER
                                RETENTION REGISTER PARM
NEO252P
-----
RIF CUTOFF DATE:  __A__          RIF EFFECTIVE DATE:  __B__
                   (MMDDYYYY)          (MMDDYYYY)
TO SELECT SORT OF ACCOMPANYING REPORTS 252A/B:  C    1(NAME) OR 2(SSN)
TO SELECT A FACILITY, ENTER THE FACILITY CODE:  D    OTHERWISE LEAVE BLANK
TO SELECT A SINGLE AGENCY ENTER ITS CODE:  _E_    OTHERWISE LEAVE BLANK
TO SELECT SECOND INSTALLATION ENTER ITS CODE :  _F_    OTHERWISE LEAVE BLANK

ENTER SELECTION CRITERIA:
1 - ACTIVE EMPLOYEES
2 - NASA CLASS CODE
3 - ORGANIZATION ASSIGNED CODE
4 - OCCUPATIONAL CODE
5 - COMPETITIVE AREA

SELECTION  G
SEARCH CODE VALUE  __H__ (TO BE USED FOR SELECTIONS 2, 3, 4, OR 5 ABOVE)
-----
                                PF1= HELP    PF3= CANCEL

```

**(Screen 1 of 2)**

#### **Description**

This parameter screen is used to identify the selection criteria and sort sequence for the Retention Register and accompanying reports.

- A. Required. This parameter establishes the cutoff date for inclusion of performance ratings, i.e. performance ratings made effective following this date will not be considered for RIF purposes.
- B. Required. This parameter establishes the date the RIF will be effective and is the cutoff date for Tenure, i.e. any tenure completion date greater than this date will not change the employee's tenure for RIF purposes.
- C. Required. This parameter is used to specify the sort sequence for reports 252A, Listing of Temporary Promotions, and 252B, Listing of Employees Restored After Military Service, that accompany the Retention Register report.
- D. This parameter is used to limit the report to a specific facility. Facility is not allowed if a second installation is requested. The facility code entered must be found in table TFACILTY.

- E. This parameter is used to limit the report to a single agency.
- F. This parameter is used to identify an additional installation to be included on the report. The installation code entered must be found in table TINSTALL.
- G. Required. This parameter is used to specify additional selection criteria.
- H. Required if selection 2, 3, 4, or 5 is chosen for parameter F. This parameter is used to identify the specific value to be used for selections 2, 3, 4, and 5.

```
NEO252A                                NPPS BATCH JOB SCHEDULER
                                         RETENTION REGISTER PARM
-----
      SELECT THE DESIRED SORT SEQUENCE FOR REPORTS 252/252C:

      1 - COMP AREA, POS OCC, PAY PLAN, GRADE, SUPV GRP, NCC, COMP LVL,
          WRK SCH, TEN GRP, VET GRP, ADJ FSCD

      2 - COMP AREA, POS OCC, WRK SCH, GRADE, COMP LVL, TEN GRP, VET GRP,
          ADJ FSCD, NAME

      SELECTION:      A

      SELECT THE DESIRED SORT SEQUENCE FOR REPORT 252D:

      1 - COMP AREA, POS OCC, NAME
      2 - COMP AREA, POS OCC, SSN

      SELECTION:      B
-----
PF1=  HELP      PF3=  CANCEL
```

**(Screen 2 of 2)**

## Description

This parameter screen is used to identify the sort sequence for the Retention Register and accompanying reports.

- A. Required. This parameter is used to specify the sort sequence for reports 252, Retention Register, and 252C, Retention Register Tenure Equal Zero.
- B. Required. This parameter is used to specify the sort sequence for report 252D, Listing of Temporary Promotions.

## 10.2 NEO255 - RETENTION REGISTER LITE PARM SCREEN

```

                                NPPS BATCH JOB SCHEDULER
                                RETENTION REGISTER LITE PARM
NEO255P -----
RIF CUTOFF DATE:  __A__      RIF EFFECTIVE DATE:  __B__
                (MMDDYYYY)                (MMDDYYYY)

TO SELECT A FACILITY, ENTER THE FACILITY CODE:  C   OTHERWISE LEAVE BLANK
TO SELECT A SINGLE AGENCY ENTER ITS CODE:  _D_  OTHERWISE LEAVE BLANK
TO SELECT SECOND INSTALLATION ENTER ITS CODE :  _E_ OTHERWISE LEAVE BLANK

ENTER SELECTION CRITERIA:
1 - ACTIVE EMPLOYEES
2 - NASA CLASS CODE
3 - ORGANIZATION ASSIGNED CODE
4 - OCCUPATIONAL CODE
5 - COMPETITIVE AREA

SELECTION  F
SEARCH CODE VALUE  __G__ (TO BE USED FOR SELECTIONS 2, 3, 4, OR 5 ABOVE)
-----
PF1=  HELP      PF3=  CANCEL
```

(Screen 1 of 2)

### Description

This parameter screen is used to identify the selection criteria for the Retention Register Lite.

- A. Required. This parameter establishes the cutoff date for inclusion of performance ratings, i.e. performance ratings made effective following this date will not be considered for RIF purposes.
- B. Required. This parameter establishes the date the RIF will be effective and is the cutoff date for Tenure, i.e. any tenure completion date greater than this date will not change the employee's tenure for RIF purposes.
- C. This parameter is used to limit the report to a specific facility. Facility is not allowed if a second installation is requested. The Facility code entered must be found in table TFACILTY.
- D. This parameter is used to limit the report to a single agency.
- E. This parameter is used to identify an additional installation to be included on the report. The installation code entered must be found in table TINSTALL.
- F. Required. This parameter is used to specify additional selection criteria.

- G. Required if selection 2, 3, or 4 is chosen for parameter F. This parameter is used to identify the specific value to be used for selections 2, 3, and 4.

```

                                NPPS BATCH JOB SCHEDULER
NEO255A                        RETENTION REGISTER LITE PARM
-----
                        SELECT THE DESIRED SORT SEQUENCE FOR REPORT 255

1 - COMP AREA, PAY PLAN, OCC CODE, GRADE, COMP LVL, NCC,
   WRK SCH, SUPV GRP, TEN GRP, VET GRP, ADJ FSCD

2 - COMP AREA, POS OCC, WRK SCH, GRADE, COMP LVL, TEN GRP,
   VET GRP, ADJ FSCD, NAME

                                SELECTION  A

-----
                                PF1=  HELP    PF3=  CANCEL

```

**(Screen 2 of 2)**

## Description

This parameter screen is used to identify the sort sequence for the Retention Register Lite.

- A. Required. This parameter is used to specify the sort sequence for report 255, Retention Register Lite.

### 10.3 CPO BATCH JOB PARAMETER INPUT SCREEN

```

NPO950PA                                NPPS BATCH JOB SCHEDULER
                                         SELECT CPO INSTALLATIONS
-----
                                         PLEASE MARK THE CENTERS
                                         TO BE PROCESSED
                                         _ 1000
                                         _ 2100
                                         _ 2200
                                         _ 2300
                                         _ 2400
                                         _ 5100
                                         _ 6200
                                         _ 6400
                                         _ 7200
                                         _ 7600
-----
                                         PF1=  HELP   PF3=  CANCEL

```

#### **CPO Center Selection Screen**

##### DESCRIPTION

This parameter screen is used to identify CENTERS to be included in the execution of a batch process or to be included in the execution of one or more reports. At least one center must be selected. All centers desired to be included in the batch run being scheduled must be selected. A center is selected by entering a non-blank character into the input field to the left of the four character CENTER identification code.

All parameters selected for a consolidated batch job will be assigned to every center selected for execution from this CENTER selection parameter screen.



## 10.4 NE00400/NE00410 - SF50/SF52 NOTIFICATION OF PERSONNEL ACTIONS

COMMAND: _____		NPPS BATCH JOB SCHEDULER		98-07-30	
NPO4120		PROCESS SCHEDULE LIST - BJSJOB		10:30:17	
ARXB -----					
CHECK	JOB TITLE	JOB NO	FREQUENCY	SEQUENCE	
( _ )	CAPPS MONTHLY SUBMISSION	NECAPP2	ON REQUEST	410	
( _ )	CAPPS QTRLY SUBMISSION	NECAPP3	ON REQUEST	415	
( _ )	CAPPS EOFY SUBMISSION	NECAPP4	ON REQUEST	420	
( _ )	LWOP REPORT	NE00001	ON REQUEST	360	
( _ )	MATURE REPORTS	NE00002	ON REQUEST	370	
( _ )	DAILY REPORTS	NE00003	DAILY	380	
( _ )	TSP LETTER	NE00004	ON REQUEST	361	
( _ )	BATCH MATURE	NE00008	ON REQUEST	330	
( _ )	APPR ACT NOT REG 50	NE00010	ON REQUEST	191	
( _ )	MASTER TIME RECALCULATION	NE00096	ON REQUEST	350	
( _ )	SYSTEM INTERFACE ERRORS	NE00366	ON REQUEST	310	
( _ )	SF50 NOTIFI PER ACTION	NE00400	ON REQUEST	420	
-----					
CHECK ONE: S-TO SCHEDULE A JOB R-TO RESTART A JOB H-TO PUT A JOB IN HOLD					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU PF7= BACKWARD	
PF8= FORWARD		PF12= END			

### Process Schedule List - BJSJOB

Select SF50 NOTIFI PER ACTION or SF52 NOTIFI PER ACTION Jobs by placing an "S" in the Check Column on the left.

```

ENTER 'Y' TO UPDATE DEFAULT RECIPIENT LIST y          98-07-30
THIS JOB IS LABELED NE00400A PRESS RETURN TO CONTINUE 10:30:17
NPO4120          PROCESS SCHEDULE LIST - BJSJOB
ARXB -----
      CHECK
      ONE      JOB TITLE          JOB NO      FREQUENCY      SEQUENCE

      ( _ )    CAPPS MONTHLY SUBMISSION  NECAPP2    ON REQUEST    410
      ( _ )    CAPPS QTRLY  SUBMISSION  NECAPP3    ON REQUEST    415
      ( _ )    CAPPS EOFY   SUBMISSION  NECAPP4    ON REQUEST    420
      ( _ )    LWOP REPORT          NE00001    ON REQUEST    360
      ( _ )    MATURE REPORTS        NE00002    ON REQUEST    370
      ( _ )    DAILY   REPORTS        NE00003    DAILY         380
      ( _ )    TSP LETTER            NE00004    ON REQUEST    361
      ( _ )    BATCH MATURE          NE00008    ON REQUEST    330
      ( _ )    APRR ACT NOT REG 50    NE00010    ON REQUEST    191
      ( _ )    MASTER TIME RECALCULATION NE00096    ON REQUEST    350
      ( _ )    SYSTEM INTERFACE ERRORS NE00366    ON REQUEST    310
      ( _ )    SF50 NOTIFI PER ACTION  NE00400    ON REQUEST    420
-----
CHECK ONE: S-TO SCHEDULE A JOB  R-TO RESTART A JOB  H-TO PUT A JOB IN HOLD
PF1=  HELP          PF3=  PREV SCREEN          PF5=  MAIN MENU          PF7=  BACKWARD
PF8=  FORWARD       PF12= END

```

### Default Recipient List

Enter "Y" to update the DEFAULT RECIPIENT LIST

				98-07-30
NPPS BATCH JOB SCHEDULER				10:38:35
NP04190		REPORT DIRECTORY RECIPIENT LIST		
ARXB -----				
REPORT NO.	JOB NO.	JOB TITLE		
150	NE00400	SF50 NOTIFI PER ACTI		
REPORT TITLE 150 SF 50 NOTIFICATION OF PERSONNEL ACTION				
PRINT OUTPUT TYPE (H/T/S/B/K) H		PRINT OUTPUT ID: xerox_____		
		PRINTER NODE: _____		
----- R E C I P I E N T -----				
NAME	ADDRESS	COPIES	ASSEMBLY	INSTRUCTIONS
REGRESSION_____	ISC 3RD FLA_____	1_	RB PR_____	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
-----				
PF1= HELP	PF3= CANCEL	PF7= SCROLL UP	PF8= SCROLL DOWN	

### Report Directory Recipient List

Enter the print destination under the PRINTER OUTPUT ID and make any other necessary changes.

				98-07-30
NPPS BATCH JOB SCHEDULER				10:39:18
NE0400P		SF50 PRINT SELECTION		
ARXB -----				
(X OR BLANK)				
___	ALL THAT HAVE NOT BEEN PRINTED			
___	ALL WITH FACILITY ___			
___	ALL WITH CLERK ID _____			
___	ALL WITH EFDATES 00 00 00 THRU 00 00 00			
___	ALL WITH THESE NOAC'S _____ , _____ , _____			
___	_____ , _____ , _____ , _____			
___	ALL FOR THESE SSN'S _____ , _____ , _____			
___	_____ , _____ , _____ , _____			
-----				
___	XEROX COPIES 3			
___	ALIGNMENT PRINTING			
___	DISREGARD PRINT FLAG FOR SELECTION			
___	DO NOT SET PRINT FLAG			
___	SELECT THIS NUMBER AND STOP			
___	REPORT LAST SET			
-----				
PF1= HELP		F3= CANCEL		

### SF50/SF52 Print Selection

## DESCRIPTION

The SF50/SF52 Print Parameter screen is used to print the SF50/SF52 Notification of Personnel Action for any employee transaction requiring an OPM/NOAC. Eleven options are displayed on this screen. The options are divided into two groups and the groups are separated by a dotted line. An option is selected by placing an X in the blank to the left of the option.

The first group of options allows you to specify which SF50/SF52 should be printed. You may select one of the following: All Not Printed, All with Efdates (beginning date) Through (ending date), All with these NOACs (specify a maximum of eight NOACs), All for these SSNs (specify a maximum of six SSNs), All with facility, or All with Clerk ID. If you select one of these options alone, the system will print the SF50/SF52 which have not already been printed.

You may select one or more of the options in the second group in order to further define the set of SF50s/SF52s you want to print. To print five alignment SF50s/SF52s before your selected SF50s/SF52s, select the Alignment option. To reprint SF50s/SF52s which have already been printed, you may select the Disregard Print Flag for Selection option. If you are executing a trial print, you may select Do Not Set Print Flag. To preview a select number of SF50s/SF52s before printing a large group, type the number of SF50s/SF52s to be printed in the blank to the left of the Select This Number and Stop option. To reprint exactly the group of SF50s/SF52s selected for the last printing, choose Reprint Last Set. You may use a combination of selections with the one exception of "Reprint Last Set." This option should be selected by itself only. All SF50s/SF52s will go to the default printer destination. If your default printer for this job is a SF50 Xerox printer, then the Xerox copies will be defaulted at 3 copies. If your default printer for this job is a SF52 Xerox printer, then the Xerox copies will be defaulted at 1 copy.

Three other SF50/SF52 print items are available during personnel action processing at the Remarks screen. The first item is Combined 50. If you enter Y in this field, NPPS prints a dual SF50 (i.e., two separate actions on the same SF50) when an employee has two or more personnel actions with the same effective date and they are sequenced first and second for that day. If you leave this field blank, NPPS prints only a single SF50 for this action. The second item, SF50/SF52 Print Status, displays "P" if an SF50/SF52 has been printed for this action. This "P" represents the Print Flag previously mentioned.

NPPS determines whether or not an SF50/SF52 is required for each action as defined in the table TNOAC. However, you may choose to make this determination yourself using the Required SF50/SF52 field. This is the third SF50/SF52 print item on the SF50/SF52 Remarks screen. Type N in the blank

following this item if an SF50/SF52 is not required for this action; otherwise,  
leave the item blank.

## **APPENDIX G**

# **ABBREVIATIONS AND ACRONYMS**

## **11. ABBREVIATIONS AND ACRONYMS**

ACI	Annual Comparability Increase
AIM	Automated Information Management
BJM	Batch Job Maintenance
BJS	Batch Job Scheduler
B/W	Biweekly
CAO	Change of Appointing Office
CAPPS	Consolidated Agency Personnel/Payroll System
Cd	Code
CFC	Combined Federal Campaign
COLA	Cost of Living Allowance
COP	Continuation of Pay
COR	Correction Action Code
CPO	Consolidated Payroll Office
CSRS	Civil Service Retirement System
CT	Compensatory Time
DID	Data Item Description
EFT	Electronic Funds Transfer
EIC	Earned Income Credit
EIN	Employer Identification Number
FEGLI	Federal Employee Group Life Insurance
FEHB	Federal Employee Health Benefits
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contribution Act

FLSA	Fair Labor Standards Act
FPM	Federal Personnel Manual
FTE	Full-Time Equivalent
GM	General Merit
GS	General Schedule
HIT	Hospital Insurance Tax
HQ	NASA Headquarters
ID	Identification
ICB	Inventions and Contributions Board
IGA	Interim Geographic Adjustment
JCL	Job Control Language
JES	Job Entry Subsystem
JSC	Johnson Space Center
LEQD	Last Pay Increase Date
LWOP	Leave Without Pay
MER	Master Employee Record
Mil	Military
MPORG	Merit Pay Organization
MTD	month-to-date
MVS	Multiple Virtual Storage
NASA	National Aeronautics and Space Administration
NCC	NASA Classification Code
NEBA	NASA Employee's Benefit Association
NMI	NASA Management Instructions
NOAC	Nature of Action Code



NPPS	NASA Personnel/Payroll System
NTE	Not-to-Exceed
OASDI	Old Age, Survivors, and Disability Insurance
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OT	Overtime
PC	Production Control
PCS	Permanent Change of Station
PF	Program Function
QTD	quarter-to-date
SES	Senior Executive Service
SF	Standard Form
sfw	software
SRS	System/Software Requirements Specification
SSN	Social Security Number
SSA	Social Security Administration
T&A	Time and Attendance
TALC	Time, Attendance, and Labor Collection
TALC/LD	Time, Attendance, and Labor Collection/Labor Distribution System
TSP	Thrift Savings Plan
UOG	User and Operations Guide
USDA	US Department of Agriculture
W/H	Withholding
WIG	Within Grade

WK	Week
YTD	Year-to-date